



SOLIHULL

Preparatory School Librarian

Under the direction of the Senior Deputy Head of the Preparatory School (Academic), the Preparatory School Librarian's primary responsibility is to ensure the efficient and effective day-to-day running of the Preparatory School and Alice House Libraries. The library is open to pupils daily between 12.15pm and 1.15pm. The successful candidate will work with staff, pupils and parents to encourage active engagement with the library by building positive relationships with all stakeholders.

This is a permanent role and the successful candidate will work 11.5 hours per week term-time only. The core hours are 12.15pm to 1.15pm daily, there is flexibility with the balance of hours and this can be discussed in advance with your line manager to suit the needs of the school. The successful candidate will be required to work 2 weeks during the school holidays.

Principal areas of responsibility:

- Supervise users of the main library during lunchtime.
- Oversee the issuing, returning and cataloguing of stock using the library management system, including management of overdue items.
- Maintain the organisation, shelving and presentation of library spaces to ensure they are orderly, welcoming and engaging.
- Conduct regular stock reviews, withdrawals and replacements, selecting and purchasing high-quality fiction and non-fiction that supports the curriculum and promotes reading for pleasure, while ensuring the collection reflects diversity and inclusion.
- Manage periodicals and liaise with suppliers and publishers to secure best value and stay informed about new publications.
- Maintain accurate records of lending data and budget expenditure in line with school policies and data protection regulations and report any maintenance or facility issues.
- Promote a love of reading across the Prep School through displays, themed noticeboards, reading initiatives and events such as World Book Day, Roald Dahl Day, book fairs and visiting author sessions.
- Monitor and evaluate borrowing patterns and reading engagement, implementing strategies to encourage participation across all year groups and providing half-termly lending logs to Form Tutors with year-group benchmarks.
- Work with Form Tutors, subject leaders and the Senior Deputy Head (Academic) to ensure library resources effectively support teaching and learning.
- Support pupils and staff with reference enquiries, book recommendations and the development of age-appropriate research and information literacy skills, including responsible use of technology.
- Organise and oversee the J4 (Year 6) Librarian monitors' and Reading Ambassadors timetable and duties, providing training in the use of the electronic borrowing system.
- Contribute and lead on whole-school reading initiatives.
- Undertake other duties as reasonably required to support the smooth operation and development of the library, including during school holidays.

- Train and support parent or staff volunteers in supporting effectively in the library.

The Job Description is subject to:

- Other reasonable requests by negotiation with the Bursar, Headmaster, Head of the Preparatory School and Senior Deputy Head of the Preparatory School.
- Annual Review

Person Specification: Preparatory School Librarian

In order to be shortlisted for a role at Solihull School, you must demonstrate that you meet all of the essential criteria and as much of the desirable criteria as possible.

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Training	<ul style="list-style-type: none"> • Grade C or above in GCSE Mathematics and English (or equivalent). 	
Experience & Knowledge	<ul style="list-style-type: none"> • Previous experience of working with children. • A Strong understanding of children’s literature (3-11). 	<ul style="list-style-type: none"> • Previous experience of working in a library. • Previous experience of using management information systems.
Skills	<ul style="list-style-type: none"> • Excellent organisational skills and the ability to multi-task • Excellent written and verbal communication skills and knowledge of Microsoft IT packages (or equivalent). • Awareness and understanding of safeguarding and welfare of children 	
Personal Attributes	<ul style="list-style-type: none"> • Ability to challenge colleagues and provide constructive criticism as required • Ability to contribute to strategic plans • Ability to work under pressure, organise and prioritise workload • Ability to work on own initiative, work without direct supervision and solve problems • Ability to draw clear, calm boundaries when appropriate • The capacity to remain calm and cope with the unexpected • Ability to problem solve • Ability to encourage and engage children of different ages and abilities to read • Ability to work without direct supervision and solve problems 	<ul style="list-style-type: none"> • Ability to improve and implement new systems and processes • The ability to assess and defuse difficult conversations and communications

Requirements of all Staff Members at Solihull School:

	REQUIREMENT
Requirements within role	<ul style="list-style-type: none"> • Commitment to safeguarding children. • Adherence to the school's policies, processes and procedures including the Safeguarding and Child Protection Policy. • Supporting the aims and values of the school, including the school's Christian ethos, acting as a role model to pupils and treating all members of the school community with respect. • Commitment to continuing professional development, willingness to undertake training as required, participate in staff training including INSET days where required and reflect, and improve on, own practice. • Participation in the effective management of the school by attending meetings as required. • Adhering to the Health & Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard for the health & safety of all members of the school community.
Personal Attributes	<ul style="list-style-type: none"> • Physical and mental capacity to undertake the role, and an exemplary previous attendance record. • Highly professional manner, flexible attitude and a supportive colleague who is able to build positive relationships with relevant stakeholders. • High degree of personal integrity and confidentiality. • Able to take a common-sense approach with high levels of diplomacy, tact and empathy. • High standards of work with excellent attention to detail.