

JOB DESCRIPTION

[South Chingford Foundation School](#) [Chingford Academies Trust](#)

Title of post:	Library Manager
Grade/Pay Range:	Scale 6 (Spinal Points 18 – 21), £13,703 - £14,326
Responsible to:	SLT
Hours:	16 hours (2 days a week), 45.26 weeks per annum (term time only + 5 inset days)
Key Contacts:	Internal – Staff/Pupils External – Parents/Carers/School library managers and Librarians/Suppliers

The Library Manager is a key member of the school's support team, overseeing the effective operation, development, and promotion of the library as a dynamic learning environment. Working closely with teaching and support staff, the Library Manager will support students individually and in groups, helping to foster independent learning, literacy development, and a love of reading.

In addition, this role will provide specialist guidance in information literacy, reading intervention, and resource management, ensuring that the library's provision meets the diverse needs of all students. The Library Manager will collaborate with curriculum leaders and pastoral teams to support whole-school literacy priorities and to ensure equitable access to high-quality learning resources.

FACILITIES AND RESOURCES

The library offers a welcoming, well-equipped learning environment with excellent facilities that support both independent study and collaborative work. Students benefit from a rich and diverse collection of books, digital resources, and access to research tools that enhance learning across the curriculum. Comfortable reading areas, flexible study spaces, computers, and printing facilities ensure that all learners have what they need to succeed. Together, these high-quality resources create an inspiring space that promotes literacy, curiosity, and a genuine love of learning.

LINE OF RESPONSIBILITY

The postholder is directly responsible to the SLT Literacy Lead.

JOB PURPOSE

- To provide and promote a highly effective independent learning environment for students and staff
- To co-ordinate activities within the library, providing a comprehensive service to both students and staff
- To work with Line Managers and Senior Leaders in planning and implementing the Trust's policy in relation to the library to achieve an efficient, structured provision within the school
- To provide support in the use of the library for research and reading for pleasure
- To support curriculum led activities by preparing, providing, maintaining, organising and managing resources.

MAIN DUTIES AND RESPONSIBILITIES

- To organise and manage the library, guiding and assisting pupils and teachers using the facility
- To ensure the library supports the school curriculum and educational aims with a particular focus on literacy and research
- To ensure that all books are catalogued, classified, recorded and filed appropriately for effective storage and retrieval and new resources are security marked
- To select, acquire and maintain resources that meet the needs of pupils and staff, covering the full ability, age and cultural range of pupils, including study guides supporting all subject fields and the professional development needs of staff
- To guide and assist pupils with appropriate strategies for the selection of information sources to undertake assignments both from within the school and the wider community; the effective use of specific resources; the choice of literature to meet curricular and leisure needs
- To advise students on personal reading and provide information and guidance to parents and teachers on reading resources based on knowledge of literature and reading development appropriate to the age group in question
- To ensure the library has a high profile and promote reading for pleasure across the whole school, encouraging students to read widely and confidently
- To maintain records and evaluate usage of the library during lessons, break/lunch times and before/after school to ensure efficient and effective use of the resource
- To arrange the library to create a safe, informative and positive learning environment, displaying student work, information and exhibitions

- To manage educational resources, e.g. books and journals, and promote the use of electronic devices for reading and researching information. Keep up to date with changing technology and latest developments relevant to young people, e.g. e-books.

SUPPORT FOR TEACHING AND LEARNING

- To network with other schools and organisations to support a coherent approach to library skills, share best practise, ensure that appropriate materials are obtained from inter-lending agencies and that full use is made of advisory services and in-service training
- To organise and deliver library induction sessions for students and staff on the use of library resources
- To promote and maintain high standards of behaviour through engaging learning, effective use of praise, and reference to school sanctions and support procedures
- To supervise and help individual students that are working in the library and ensure that appropriate discipline is maintained
- To be actively familiar with all the school systems, procedures, expectations and policies
- To be actively familiar with and promote the values and aspirations of the school and to model expectations to students
- Ensure the library is accessible to the whole school community during and outside of the school day, promoting and co-ordinating extra-curricular activities, before/after school clubs, presentation and open evenings
- To organise reading for pleasure through book displays, assemblies, book events, author visits including activities for National Book Week
- To provide an ordering service for books and study materials for students, parents/carers and staff.

ORGANISATION AND SUPERVISORY

- To support the management of the library budget in accordance with financial regulations and preparation of financial estimates
- To compile an annual report to senior leaders on the developmental needs in relation to the library's integral role in supporting the curriculum
- To be responsible for managing the library assistant, including their induction, training and appraisal and to supervise student monitors
- To supervise small groups of pupils undertaking teacher-led learning activities by co-ordinating and explaining basic instructions for the activity
- To co-ordinate and promote award schemes on behalf of the School to students and staff as directed by Senior Leaders.

GENERAL

- These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the Trust
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate
- To be committed to, and comply with, all Trust policies
- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work
- To participate in Line Management in line with school policy
- To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction
- To work effectively and successfully in your team within school

OTHER REQUIREMENTS

- To have an up-to-date Enhanced DBS Disclosure.

SAFEGUARDING

Safeguarding students of the Trust is a priority. All appointments to posts In the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained In Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of Information with appropriate colleagues to enable action to be Initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of Postholder

Signature Date

**PERSON SPECIFICATION
LIBRARY MANAGER**



JOB REQUIREMENTS	Essential	Desirable
QUALIFICATIONS		
GCSE grade C or equivalent in English and Maths	X	
Knowledge of literature	X	
Librarian Qualification		X
Evidence of recent professional development		X
EXPERIENCE		
Experience of working in an educational environment		X
Experience of working with young people	X	
Experience of using library facilities	X	
Experience of using IT packages/software including Microsoft Teams/ One Drive	X	
Experience of supporting students with Literacy Needs	X	
Relevant and appropriate experience of supervising and/or directing pupil activity		X
SKILLS, KNOWLEDGE AND UNDERSTANDING		
Excellent organisational and administrative skills	X	
Ability to follow instructions and carry out set duties	X	
Ability to communicate effectively at all levels (students, staff, parents, external partners)	X	
Competent user of IT and efficient administrator	X	
Good interpersonal skills	X	
Ability to work in a logical way, prioritising and coordinating tasks	X	
Commitment to ongoing personal development and willingness to undertake appropriate training	X	
Excellent attention to detail and ability to see 'the bigger picture'	X	
An understanding of how the curriculum can be adapted and developed to meet individual student needs		X
Understanding of classroom roles and responsibilities and how this position fits/works within these	X	
PERSONAL ATTRIBUTES		

Clear commitment and understanding of the Trust ethos, vision and values	X	
Flexible, proactive and resourceful	X	
Ability to work as part of a team but confidence and judgment as to when own initiative is required	X	
Commitment to school ethos and direction	X	
High standard of punctuality	X	
Ability to motivate others and to be self-motivated	X	
Calm and organised approach to work including times when under pressure	X	
Commitment to the provision and improvement of quality service	X	
Commitment to equality, diversity and inclusion	X	
Acts with pace and urgency, being enthusiastic, energetic and decisive	X	
Demonstrates a 'can do' attitude, including suggesting solutions, participating, and encouraging others in achieving expectations	X	
SAFEGUARDING		
Commitment to safeguarding and promoting the welfare of children and young people	X	
Ability to form and maintain appropriate relationships and boundaries with students	X	
Understanding of Safeguarding procedures	X	
Enhanced satisfactory DBS check	X	

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf.