

## Librarian – Job Description

Reporting to: Head of English  
Band/ Scale: Band 3, Scale Points 6 - 9  
Hours of Work: 32.5 hours per week

### *Core purpose*

To work as part of the Support Staff with the responsibility of being the main point of contact for the Library at Trinity.

To manage, develop and promote the Library to ensure effective resources and information are available to students and staff. The post holder will be based on the Beechdale Road site.

To provide administrative support to the Senior Leadership and Pastoral Teams where necessary.

### **Specific areas of responsibility and key tasks:**

- Overseeing the issuing and discharging of books and other materials.
- Supervision of students before school, at break time and lunchtime.
- Maintaining the Library Management System.
- Plan and oversee the organisation and management of the library including the financial management of the library budget.
- Selection, acquisition, organisation, promotion and maintenance of book and non-book resources (including Kindle books). This will include the arrangement of materials for effective retrieval and shelf tidying.
- Ensure a high standard of display and promotional material to enhance the appearance of the library, providing an attractive environment for purposeful study.
- Providing guidance and assistance to pupils on:
  - The selection of information sources to undertake assignments
  - The effective use of resources such as periodicals to help with study
  - The choice of literature and materials to meet curricular needs and reading for pleasure
- Providing guidance to teachers regarding the selection of collections for classroom use.
- To monitor the use of Library Chromebooks.
- To administer online Literacy tests in collaboration with the Literacy Coordinator and class teachers.
- To guide and encourage Student Library Monitors
- To supervise and support timetables study sessions for Y12 and U13 students.
- Undertaking books repairs where necessary.
- Liaising with the English Department to assist with the whole school reading programme.
- To be the main point of contact in school for the County Library Service and suppliers of books.

## Other Duties

- To assist members of the SLT/ Pastoral Team to undertake pastoral duties as directed.
- To perform any task or duty under the reasonable direction of the Head of English
- To assist with exam invigilation, if necessary if the Library is being used for exams
- Be aware of and comply with policies and procedures relating to finance and financial regulations, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as appropriate.
- Participate in training and other learning activities and performance development as required.

*The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*

## Person Specification

Requirements	Essential	Desirable	Demonstrated By
Qualifications & Training	5 GCSEs at Grade C or above including English and Maths (or equivalent).	Library Training.	Application Form/Interview
Experience	Experience of working in a busy environment. Good level of ICT skills.	Experience of working in an academic environment and/ or library. Experience of working with children and young adults.	Application Form/Interview
Skills	Ability to work alone and as part of a team. Ability to communicate well within the school and wider communities. Good organisational skills. Ability to deal confidently with enquiries from library users. Keen to promote a welcoming and helpful image of the library. Has a passion for reading. Ability to develop a culture of mutual respect with the pupils. Enjoy working with young people Have a keen interest in children's literature. Support and contribute to the school's responsibility for safeguarding pupils. Experience of working with young people.	Experience of working in a library.	Application Form / Interview
Knowledge	Be widely read. Be willing and enthusiastic to advance the knowledge of young people's literature.	Knowledge of current 11-18 education system. Knowledge and understanding of research skills. Knowledge of Safeguarding procedures in schools.	Application Form/Interview
Management	Able to manage own workload Ability to prioritise and plan ahead.	Experience of managing budgets.	Interview

<p>Aptitude and Personal qualities</p>	<p>Excellent telephone manner. Reliable. Friendly and approachable. Professional and Helpful. Able to relate well to staff, students and visitors. Commitment to the school's equal opportunity policies. Self-motivated. Enthusiastic and Flexible. Awareness of the needs of the school in a multi-cultural environment.</p>	<p>Motivation to work with children and young people. Ability to form appropriate relationships with children and young people.</p>	<p>Interview</p>
--	--	---	------------------