



Job description

Library Manager (Discovery Centre Manager)

Contract type: Full-time/Part Time – Term Time Only

Salary: H6

Hours: 37 hours per week term time only, plus 3 Inset days (8am – 4pm)

Actual Salary: £25,043 - £27,181 plus Outer Fringe

Responsible to: Assistant Headteacher

Purpose of the role

To manage and take professional responsibility for the day to day running of Library/Discovery Centre services to provide a comprehensive service for pupils and staff. To support and develop pupils' learning, research skills and independent study and to develop the reading culture within the school.

Key responsibilities

1. Organise and oversee the library service within the school, ensuring the correct processes and procedures are followed.
2. Lead learning with pupils and teachers to meet educational aims and objectives through literacy and research.
3. Developing pupils' learning, research and study skills embedded within the curriculum by using a range of methods in partnership with teaching colleagues.
4. Supervise a programme of self-directed learning for pupils.
5. Select, purchase and maintain stock and equipment for the library that meet the needs of staff and pupils at a variety of cultural, ability and age levels.
6. Manage library information technology within the library including computer systems and catalogue search facility.
7. Make the library environment attractive to pupils to encourage reading and learning.
8. Develop and implement library policies, protocols, practices and procedures.

Individuals in this role may also:

1. Manage the library budget and provide accurate financial records to bursar or business manager.
2. Maintain links with other schools and library services to ensure appropriate materials are obtained for use within the school
3. Organise book fairs or similar events. Arrange for visiting specialists as required

Job Context

- Development of policies and strategies governing the delivery of the library service in the school.



- Plan and deliver learning activities to address specific learning needs for small groups of pupils and whole classes in the library.
- In conjunction with senior management, makes decisions affecting the whole library service within the school, including budgetary decisions. Decisions have a direct impact on service provision.

Knowledge, Skills & Abilities

- Knowledge of policies, procedures and practices for library management.
- Chartered librarian status.
- Requires analysis of the needs of library users and securing appropriate resources to meet those needs. Requires creativity in making the library an attractive place for pupils and in supporting literacy and research capabilities of pupils.
- Communicates with staff, pupils, suppliers and other library services. Requires skills to assess the needs of service users, provide support and guidance, explain procedures and communicate with groups of pupils in the library.
- Use of keyboards – administrative equipment.

Safeguarding

- Promote and safeguard the welfare of children and young people.
- Adhere to all safeguarding policies and procedures and report concerns promptly.

Safer Recruitment

1. This role will require the post holder to have an enhanced DBS check.
2. It is the individual's responsibility to promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.

General

1. Play a full part in the life of the school community; support the school's priorities and ethos and encourage students to follow this example.
2. Undertake continued personal professional learning activities, as agreed with the Line Manager / CPL coordinator.
3. Undertake any other responsibilities or tasks as reasonably requested by the Headteacher.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This job description reflects the current requirements of the post. As duties and responsibilities change, the job description will be reviewed and is subject to amendment in consultation with the post-holder.



Person Specification – Discovery Centre Manager/Librarian

We are looking for a candidate who is able to demonstrate the following essential or *desirable* requirements

Qualifications	Essential	Desirable
Educated to GCSE standard (at least grade C in English, Maths and Science)	✓	
Relevant professional qualification		✓
Well-developed oral, written and interpersonal skills	✓	
Willingness to undertake further training relevant to the post	✓	

Knowledge and Experience	Essential	Desirable
MS Office skills (Word, Excel, OneDrive, Outlook)	✓	
Knowledge of a library computer systems and of library duties within a school	✓	
Knowledge of digital resources		✓
Experience of working in a similar setting	✓	
Previous experience of working in a school Library		✓
Awareness of literature for young people	✓	
Ability to work independently and build positive relationships with teachers and students.	✓	
Highly cooperative and able to introduce new suggestions.	✓	
Able to use initiative, work as part of a team	✓	
Ability to present the library and its contents well	✓	

Personal Qualities	Essential	Desirable
Committed to safeguarding and promoting the welfare of young people	✓	
An interest in the education sector	✓	
A supportive and empathetic approach to students	✓	
Flexible approach to work including occasional flexibility in working hours		✓
Commitment to continuous improvement and willingness to learn from experience		✓
Organised and Methodical	✓	
Possesses excellent communication skills;	✓	
Able to confidently handle queries and challenges	✓	