

## Job Outline

### **Library Co-ordinator and Reprographics Technician**

Responsible to: Communications lead

Salary Grade: LGS Scale 4

Part Time: 37 hours per week, 39 weeks per year (38 weeks term time plus 5 INSET days)

Colne Community School and College is looking to recruit a professional and enthusiastic Library Co-ordinator and Reprographics Technician to join our staff.

#### Job Purpose

- To develop a culture of reading for pleasure within our school community and to oversee the day-to-day running of the lending library
- To provide an efficient reprographic service to the school

#### Core Requirements

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics and in particular will:

- Inspire trust and confidence in students and colleagues.
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.

#### Key Responsibilities

##### **Library Co-ordinator**

- To maintain, catalogue and expand the lending library
- Check in and check out books which students look to take home
- Document borrowed books using the Access It online system
- Keep the lending library area clean and tidy
- Monitor the lending library area when it is open for students to browse and borrow books
- Advertise the lending library to students

- Speak to students to encourage a love of reading within our school community
- Oversee student Reading Challenges
- Liaise with teaching staff regarding Library Lessons
- Liaise with parents regarding queries about the library
- Liaise with the Literacy Lead to oversee the student Reading Ambassadors
- Liaise with the Literacy Lead to purchase new books for the library

### **Regraphics**

- To ensure that all printing, photocopying and finishing for the school is presented correctly and completed within the agreed deadline
- To ensure that all machinery is kept clean and in good working order
- To advise staff on presentation and costings of work
- To contact external technicians in the event of a breakdown of machinery and to ensure that correct maintenance has taken place
- To be responsible for ordering reprographics equipment and stationery and maintaining stock levels
- To maintain daily, weekly and monthly figures of printing for departments and produce costings as required
- To be aware of and comply with current copyright legislation relating to photocopying and audio-visual recording.
- Be a budget holder for the reprographics department
- To ensure that new members of staff are allocated a budget to use for reprographic purposes
- To manage the loan of audio-visual equipment to staff

### **Safeguarding Responsibilities**

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's Code of Conduct and Leave of Absence Policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust committee or the local governing committee to carry out appropriate duties within the context of the job, skills and grade.

The job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher/Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.