

Fulbrook Middle School



Samantha Clancy, Head Teacher

JOB DESCRIPTION

JOB TITLE: Librarian

RESPONSIBLE TO: Head Teacher/Business Manager

JOB PURPOSE: Manage and oversee all matters relating to the smooth and efficient operation of the School Library.
Responsibility for the acquisition and control of library materials and the development of the library as a learning resource centre.
Ensure that staff and pupils are aware of the services available and to encourage maximum use of the library's resources.

Main duties and responsibilities:

1. To manage the effective use of the library, as a multi-media resource centre by pupils and staff and in the development of learning programmes.
2. To implement and develop a School Library Policy, in accordance with the School Development Plan.
3. To prepare and manage the library budget, including funds allocated for the purchase of library materials, equipment and furniture and the development of information services from school funds and other sources.
4. To select and purchase library resources in all appropriate formats, in consultation with the various Heads of Department and teaching staff, utilising an appropriate range of suppliers.
5. To organise the cataloguing, classifying and indexing of the library's resources and resources located elsewhere in the school, in all formats, as required. This should ensure that access to and retrieval of material and information is as efficient as possible.
6. To manage the day to day organisation of the Library, including the supervision of routine clerical duties such as filing, shelving, issue and recovery systems.
7. To promote a positive learning environment within the Library.
8. To deliver the Library's contribution to national literacy strategies and to encourage pupils to read widely.
9. To ensure that book stocks are carefully monitored.
10. To develop, in consultation with teaching staff, the provision of information services using appropriate technology to support the curriculum and individual information needs.
11. To provide information for teaching staff on matters pertaining to library support for the school curriculum.
12. To provide programmes for library induction for teaching & support staff and pupils and to develop, in conjunction with Heads of Department, strategies for developing student skills to use the library and information resources.
13. To supervise and oversee study in the library including timetabling, general discipline and induction into the use of the libraries facilities.
14. To undertake in-service training and other training as appropriate to ensure continuous professional development and remain up to date.
15. To act as a link between the school library and other information providers including other school libraries in the area and the School Library Service, having regard to Data Protection and Copyright legislation, to ensure that there is an effective network for the supply of materials to meet demands.
16. To take responsibility for the health and safety of staff and users of the library.
17. To undertake such other duties of a similar level and responsibility as may be required from time to time.

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PERSON SPECIFICATION

JOB TITLE: Librarian

Attributes	Essential	Preferred
Education/Qualifications	<ul style="list-style-type: none"> • Educated to Degree Level 	<ul style="list-style-type: none"> • Chartered Librarian
Experience	<ul style="list-style-type: none"> • Previous experience of working with children. 	<ul style="list-style-type: none"> • Experience of working in an educational setting
Knowledge/ Understanding	<ul style="list-style-type: none"> • Microsoft Word, Excel and a library management system. • Understanding of budget management. • Knowledge of stock control. • Knowledge of information retrieval and handling systems. 	<ul style="list-style-type: none"> • Knowledge of Softlink – Oliver Library Software
Skills	<ul style="list-style-type: none"> • Problem solving. • Ability to prioritise workload. • Good communication skills with staff, pupils, and other users of the library. • Excellent organisational skills. 	<ul style="list-style-type: none"> • Creative display work.
Personal Characteristics	<ul style="list-style-type: none"> • Ability to work on own initiative. • Organised and able to prioritise workload. • Ability to recognise and deal with unexpected situations. • Physically able to lift stock, boxes and moving of equipment. • Sensitive to the demands of staff, pupils and other users of the library. 	
Other	<ul style="list-style-type: none"> • Must be fluent in English language in accordance with the Immigration Act 2016 • Will be required to undergo an Enhanced DBS (Disclosure and Barring Service) Check. 	