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|  | Loxford School TrustJOB DESCRIPTION |  |

**Postholder:**

**Title of Post:** Librarian

**Responsible to:**

**Job Purpose**

Support the school in the delivery of an economical, efficient and effective school library.

**Duties:**

1. **Day to day**:

* Check condition of resources & repair or re-order
* Prepare room for classes ensuring appropriate resources are available
* Ensure room is tidy and resources are returned to shelves
* Follow the non-fiction shelf tidying rota
* Follow the fiction shelf tidying rota
* Ensure circulation desk is up-and-running
* Check diary for classes & fill out door sheet
* All resources are returned to shelves each day
* Helping pupils with individual studies and enquiries, including ICT support.
* Being proficient in the use of the library administration system.
* Supporting teaching staff and their schemes of work
* Supervision of student librarians
* Maintenance and implementation of library systems
* Promote the school ‘Code of Conduct’ and be professional at all times.

1. **Weekly**:

* overdue notices are prepared
* displays are prepared, maintained and changed
* letters are sent out for the Reading Challenge

1. **As needed**:

* Stationery orders completed
* Assisting in preparation for events & library initiatives
* Prepare materials as required
* Production of book/resource boxes.
* Deputising for the Librarian in her absence.
* Attend any training courses, meetings or exhibitions as deemed beneficial.
* Processing and classifying all books and resources promptly.
* Photocopying
* Run induction and manage the student librarian team efficiently, monitoring attendance and commitment and maintain the SL rota.