



ORCHARD
HOUSE SCHOOL

Librarian

Job Description

Main Function

To manage and develop the Newton Grove and Rupert Road libraries and to provide a high standard of service to meet the needs of pupils.

We are looking for someone who:

- Is a qualified (QTS) primary trained teacher
- Has the skills and experience to teach high quality English and phonics lessons
- Has proven IT skills and experience in using the Internet
- Possesses highly effective communication skills in English, both written and spoken, to enable effective rapport with colleagues and with pupils
- Has some experience of working in a library and using Access-it (not essential)
- Has an affinity for working with children
- Possesses the ability to work co-operatively within a school environment
- Is flexible and open to change
- Possesses professional levels of personal presentation and integrity

SEN teaching experience would be an asset as the post may involve supporting pupils in small groups or on a 1-1 basis

General duties in the libraries will include but will not be limited to:

- Assisting with pupils' registration as library users
- Administration of the circulation desk, issuing, returning and renewing items on the Library system
- Processing reservations and overdue notices
- Maintenance of the newspaper and periodicals collection: checking in newspapers and periodicals
- Processing new items i.e. covering, labelling and tagging items
- Monitoring the condition of stock and rectifying any problems as they occur
- Creating topic themed displays inside and near to the library
- Assisting in the clerical work associated with library loans and borrowers
- Maintaining an appropriate working environment in the library
- Supervising volunteer parent librarians



- Conduction annual/bi-annual stock maintenance tasks: weeding, stock takes etc.
- Ensure stock levels on essential stationery items are suitably maintained

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.