



**Vacancy: Library Manager**

**Applicant Information Pack**

# Welcome

Thank you for your interest in this vacancy at North Huddersfield Trust School. We hope that you find the information within this pack useful and that it helps you to build a good picture of the exciting opportunities at the school.

North Huddersfield Trust School is now 6 years old and as we continue to move from strength to strength, our growing student numbers reflect that families are recognising the hard work of staff and students in creating a school of which the local community can be justifiably proud.

Ofsted has recognised us as a “Good” school, which is outstanding in its work in keeping students safe and secure and for students’ personal development and well-being. We will continue to drive forward standards and ensure that we provide the best education for our students. Above all, our main priority is that we have a happy school where students feel safe, well supported and able to thrive to achieve their full potential, so that when they leave us at 16 they are well-rounded, confident young people who will willingly contribute to their local community and far beyond.

Whilst we are aware of the fantastic progress we have made we will not rest on our laurels and have a clear plan for further improvement. There are a whole range of challenges ahead, but with these challenges come opportunities and excitement.

Thank you again for taking in interest in North Huddersfield Trust School and we look forward to hearing from you.



Loz Wilson

Head Teacher

# Vacancy Details



**Library Manager**

Grade 7 (£19,273 - £20,533)

Permanent Contract

37 hours per week, term time + 10 days

Ofsted has recognised us as a “Good” school, which is outstanding in its work in keeping students safe and secure and for students’ personal development and well-being.  We will continue to drive forward standards and ensure that we provide the best education for our students. We are passionate about maximizing the potential in our students and our caring and nurturing approach helps us achieve this.

We are looking to recruit a Library Manager that will maintain and develop the library as the heart of the school and work with staff and students to embed a love of reading in all.

If you wish to apply for these vacancies, please apply through the TES Website [www.tes.com](http://www.tes.com) or North Huddersfield Trust School website [www.nhtschool.co.uk](http://www.nhtschool.co.uk). Applications should be returned to Mrs Nora Brown, Operations Manager, by email to nbrown@nhtschool.co.uk by **12 midday on Friday 22nd June.**

**We are committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS is required for successful candidates.**

Woodhouse Hall Road, Huddersfield, West Yorkshire, HD2 1DJ

🕿 01484 452100

[www.nhtschool.co.uk](http://www.nhtschool.co.uk)

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**JOB DESCRIPTION**

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| --- | --- |
| **Role** | Library Manager  |
| **Grade (SCP)** | 7 (23-25) |
| **Weekly hours** | 37 hours |
| **Non-term time arrangements** | Term time + 10 days (incl. 5 training days) |

**Job Summary**

Maintain and develop the library as the heart of the school and work with staff and students to embed a love of reading in all.

**Key Responsibilities:**

1. Library service
2. Reading schemes
3. Enrichment
4. General

**Duties**

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| --- | --- |
| **Key accountabilities** | **Key tasks** |
| Library service | * Develop the learning resource centre as a vibrant heart of the school where staff and students feel welcome and are encouraged to participate in a regular and sustained programme of activities
* Manage the day to day running of the school library, ensuring that reading stock is regularly refreshed and meets the needs of the school
* Ensure the lending database is accurate, up to date and late / non-returns are monitored and well managed
* Supervise student helpers, including library volunteers
* Ensure that staff are appropriately trained in the use of library systems, reading schemes and other relevant technologies
* Manage the school iPad bookings
* Attend school meetings as required
* Produce regular reports for colleagues, governors and Trust partners on strategies and progress relating to continual improvement of the school’s library service
* Manage the library budget and inventory
* Maintain accurate job cards
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| Reading schemes | * Support the Literacy and Communication Coordinator in managing whole school reading schemes and maintain appropriate records to track progress
* Carry out the administration of reading schemes which will include Accelerated Reading
* Actively recruit volunteer readers from both within and outside of the school
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| Enrichment | * Introduce and manage a sustained programme of enrichment activities to support the development of reading skills in students, both targeted and whole school
* Manage a sustained programme of enrichment activities to help parents better support their children in developing a love of reading
* Actively pursue funding opportunities to develop and enrich library services
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| General  | * Always uphold the school’s PRIDE agenda
* Adhere to strict standards of confidentiality
* Ensure compliance with data protection, equal opportunities, health and safety and safeguarding regulations, policies and guidance
* Undertake training and continuing professional development as required
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This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

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| Reports to: | Director of English |
| Responsible for: | - |

**PERSON SPECIFICATION**

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|  | ESSENTIAL | DESIRABLE |
| Education / training | * 5 GCSE at A\*-C including Maths and English, or equivalent
* Commitment to ongoing personal development
 | * Other relevant qualifications
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| Experience | * Experience of working in multi-faceted role
 | * Has worked in a school environment
* Has worked with children aged 11-16
* Library experience
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| Specialist knowledge / skills | * A love of literature
* Outstanding literacy and numeracy skills
* A proven understanding of how the Library Manager role can help to drive forward school standards
* Can work to a high degree of accuracy
* Proven ability to work well with, and get the best from, others at all levels within an organisation
* A creative approach to provision and promotion of activities relating to the improvement of literacy and communication standards
 | * Awareness of school curriculum
* Knowledge of SIMS school database
* Strong analytical skills
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| Personal skills | * Ability to deliver excellent customer service to both adults and children
* Ability to plan and prioritise tasks
* Outstanding communication skills
* Professional resilience
* A sensitive and diplomatic approach
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| General | * Excellent understanding of safeguarding guidance
 | * A good understanding of school policies
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