



JOB DESCRIPTION

Job Title: Librarian

Location: Chislehurst School for Girls

Reporting to: Assistant Headteacher Resources

Working Days: Monday to Friday (on site)

Grade: NJC Scale 4

Purpose of the Role:

To manage the library's resources, promote literacy and reading, support both students and staff with information and research skills, and oversee all library operations. Give Library inductions to all new students and members of staff. Encouraging all students in research skills. Guidance to both students and staff on the use of multi-media, AI and other resources and to work closely with the wider team to identify and remove barriers to learning and contribute to a positive, inclusive school environment.

Main Duties and Responsibilities:

- Assisting all staff and students with their research. Providing advice on the suitability of resources. Helping students complete their work.
- Liaising with teaching staff on resources available; supplying materials to support teachers in class work; working with teachers who bring classes into the LRC.
- Supervision of students using computers, checking on improper use, rectifying their IT problems whenever possible.
- Supervision of students using computers, checking on improper use, sorting out their IT problems whenever possible.
- To be responsible for the implementation of library rules – including the discipline of students using the Library.
- Give Library inductions to all new students and members of staff. Encouraging all students in research skills. Guidance to both students and staff on the use of multi-media, AI and other resources.
- Providing timetabled lessons in conjunction with teaching staff to enable development of strong literacy across the school and participating in cross Trust literacy groups.
- Selecting and training student library leaders.



- Responsibility for sending out overdue reminders. Liaising with parents to recover lost library books/or replacement costs.
- Maintaining a computerised library management system. Making all necessary arrangements for and undertaking a full stock take on a minimum of a two-year cycle.
- Ensuring the LRC is an inclusive, dyslexia aware environment.
- Provide a photocopying service for students. Ensuring all equipment is kept in good work order.
- Oversee and assist with Lexia support sessions for Year 7-9 students with low reading ages.
- Ensure the library has a diverse range of books celebrating the diversity of the school and promoting inclusion at every key stage.
- Supervise the library at key times (break and lunch times).
- Run reading competitions/quizzes to promote literacy for all year groups.
- Run reading lessons using SPARX Reader with a knowledge of its implementation for all students 7-11.
- To be responsible, in collaboration with the Line Manager, for the Library budget, book selection and ordering.
- Cataloguing, classification, covering, accessioning and processing of books, amendment of catalogues and records. Maintaining Library Statistics.
- Contribute to the wider life of the school and assist in promoting a positive school culture.
- Undertake any training relevant to the role.
- Participate in Performance Management Procedures.
- Carry out other duties in line with the role, as directed by School Leaders.

Person Specification

Qualifications and knowledge

- A good standard (GCSE or equivalent) in English and Maths - Essential
- Familiarity with library management systems, library classification, and knowledge of children's and young adult literature - Essential
- Awareness of the National Curriculum and how ICT can support learning and reading development - Essential



Experience

- Previous experience in a library, especially within an educational setting, is highly desirable.
- Experience of working with and supervising secondary school-aged children, including behaviour management, is highly desirable.

Skills and attributes

- Excellent verbal and interpersonal communication skills - Essential
- Strong organisational, planning, and time management skills - Essential
- Proficiency with standard office software like Microsoft Office - Essential
- A proactive, flexible, and imaginative approach - Essential

Additional Information:

- This role requires an enhanced DBS check.
- Training will be provided on site procedures, safeguarding, and health & safety.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post-holder.

Inicio Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Name of Postholder : -----

Signature:-----

Date: -----