

# The Charter School North Dulwich

**Job Title:** Library Manager

**Salary / Grade:** Hay 7, Point 23–29

**Reporting to:** AHT Literacy Lead & Line Manager

**Responsible for:** Management of the school library including stock, budget, and reading programmes

**Liaising with:** Literacy SLT Lead, English Subject Lead, Subject Leaders, and Teachers

**Working Hours:** Term time only, 8:00 AM – 4:00 PM

---

## **Purpose of the Role**

To promote a love of reading and ensure that the library is a safe, inspiring, and accessible space for all students, particularly disadvantaged learners. The Library Manager is responsible for managing the school library, supporting literacy across the curriculum, and embedding a reading culture throughout the school.

---

## **Key Responsibilities**

### **Leadership & Management**

- Lead and manage the library
- Ensure the Library is a high-quality, well-equipped service accessible to all students
- Manage the library space during mornings, break, lunch, and after school in line with the school's Positive Discipline policy
- Supervise and support library staff (if applicable) and volunteers
- Identify priorities for the library each year and act to implement.

### **Promoting Reading Culture**

- Promote a love of reading across the school, with a focus on disadvantaged students (DA First)
- Lead and support library-based lessons
- Organise and manage special reading events (e.g., Book Week, Black History Month)
- Lead reading assemblies, visit tutor groups, run book groups and author visits
- Maintain and update the library website with resources, news, and initiatives

# The Charter School North Dulwich

## **Resource & Budget Management**

- Manage the library stock and budget efficiently
- Purchase, maintain, and renew all learning resources including books, ICT, AV, and non-book materials
- Use the Eclipse system to catalogue, issue, retrieve, and repair resources

## **Curriculum Support & Collaboration**

- Liaise with Subject Leaders to ensure resources match the school's curriculum needs
- Support student learning by promoting independent research and reading for pleasure
- Advise and train staff and students on using library resources effectively

## **Behaviour and Environment**

- Ensure the library is a welcoming, safe, and orderly environment
- Use and support the school's Positive Discipline policy to maintain high behaviour standards
- Support colleagues in addressing behavioural issues within the library

---

## **General Duties**

- Uphold and promote the school's ethos, policies, and values
- Participate in the school's performance management system
- Liaise with other libraries in the Trust to share best practices and resources
- Undertake other duties as reasonably required by the Headteacher