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|  | Loxford School TrustJOB DESCRIPTION |  |

**Postholder:**

**Title of Post:** Librarian

**Responsible to:**

**Job Purpose**

Support the Senior Librarian in the delivery of an economical, efficient and effective school library information service and resource centre.

**Duties**

1. Processing and classifying all books and resources.
2. The day to day maintenance of stock, loans, reminders, library cards and reservations.
3. Shelving and tidying.
4. Preparing displays in the library.
5. Maintaining the library’s ‘Code of Behaviour’ for pupils.
6. Helping pupils with individual studies and enquiries, including ICT support.
7. Supporting teaching staff and their schemes of work.
8. Implementing the aims and objectives of the Department, including SMART targets.
9. Attend any training courses, meetings or exhibitions as deemed beneficial.
10. Deputising for the Senior Librarian in his/her absence.
11. Production of book/resource boxes.
12. Supervision of student librarians.
13. Administration of library accounts.
14. Creation of promotional materials.
15. Maintenance and implementation of library systems.
16. To follow the guidelines in Appendix 1.
17. Deputising for Librarian in their absence.