



Job Description

POST:	Librarian
LOCATION:	Oasis Academy Leesbrook
WORKING PATTERN:	Full time, Term time plus 1 week
RESPONSIBLE TO:	The Principal, under the day-to-day management and leadership of SLT and the English department
KEY RELATIONSHIPS:	Academy Leadership Team; relevant teaching and associate staff; LA representatives; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff.
JOB PURPOSE:	To lead and manage support for students in the provision of reading resources through the library. The library will provide a learning hub for students of all abilities. In addition to the librarian duties the postholder will also organise and provide comprehensive high-quality administrative support to promote efficient delivery of the purpose and mission of the Academy.
SALARY RANGE:	SCP 13-17 Pro Rata (FTE £22,627 – 24,491) + Government Pension Scheme
DISCLOSURE LEVEL:	Enhanced
APPLICATION CLOSING DATE:	Wednesday 22 nd September, 2021
INTERVIEW DATE:	TBC
START DATE:	ASAP

Librarian Accountabilities

Environment

- Be responsible for the creation and maintenance of an inspiring, purposeful, orderly and productive working environment
- Develop and manage the operation, systems and procedures of the Library, in accordance with agreed policies/plans
- Ensure that specialist equipment is kept clean and in good working order, reporting damage/needs
- Initiate, develop and maintain literacy displays, promoting the love of reading (linking these to departmental reading lists)

Resources

- Develop a differentiated library that is supported with resources
- Keep up to date with the latest high-quality appropriate reading material for students
- Exploit the opportunities for literacy and reading created by ICT, including links across the OCL group
- Manage and control stock, including researching resource availability, costs et al, making purchases, processing orders, recording receipts and losses and undertaking stock control
- Issue library books and resources and maintain computerised/manual library records

Induction

- Manage other staff and volunteers working within the library
- Provide advice, guidance and assistance to students and staff in the procedures, systems and use of the library, matching needs to resources
- Demonstrate and assist others in safe and effective use of equipment and materials

Links

- Develop, maintain and use links with external library services (e.g. Schools Library Service), suppliers, retailers et al to enhance and develop the Academy's resources
- To be a member of the Schools Library Association
- Make links and liaise with other Academies / local schools, including primary feeder schools to develop reading groups and reading competitions
- Develop, maintain and use links with external library services, suppliers, retailers et al to enhance and develop the Academy's resources

Notes:

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

Administrator Accountabilities

Organise and complete a range of administrative and clerical duties. These may include;

- Accurate operation of a PC to amend/manipulate/develop; spreadsheets, databases and other computer applications to produce data & statistical information and reports for management as required, in addition to supporting the overall objectives of the team
- Compose type and distribute routine and more complex correspondence. In addition, prepare more specialist/technical draft documents for approval as directed.
- Carry out analysis and sourcing of data and information and compile information relating to the work of Oasis Academy Leesbrook, in support of special projects being undertaken within the team and prepare brief reports as required.
- As appropriate, dependent on workload and the organisation of the support team, complete the reception duties defined by Oasis Academy Leesbrook.



- Ensure secure handling of confidential data and information to comply with Oasis Community Learning and with the data protection act.
- Designated First Aider – to deal with ad hoc first aid cases for staff, students and visitors to the school, providing minor treatments and referring them to other agencies or parents (in the case of students) as necessary (full training will be provided).

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

General Accountabilities

A. So far as reasonably practicable, the postholder must promote safe working practices by employees and visitors in premises/work areas in which the post holder is located, to maintain a safe working environment for employees and service users. These practices are defined in the Oasis Community Learning's, Safety and Welfare policy, Departmental policies and codes of practice.

B. Work in compliance with the Codes of Conduct, Regulations and policies of Oasis Community Learning, and its commitment to equal opportunities.

C. Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

Safeguarding Statement

Oasis Community Learning is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Executive Board to ensure the safety of all young persons within its care.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibilities entailed. OTHER:

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Signed:

Employee:	Line Manager:

Print Name		Print Name	
Date		Date	

Librarian

Person Specification

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Appropriate academic qualifications to at least GCSE standard or ability to demonstrate literacy and numerical competency through proven experience 	<ul style="list-style-type: none"> First Aid Qualification Library related qualification
Experience, Skills & Knowledge	<ul style="list-style-type: none"> Self-motivated and committed to self-development Evidence of independent work Experience of working effectively within and/or leading a team A high level of attention to detail and the ability to be proactive and complete tasks as requested. Proficient in the use of e-mail and the internet Excellent organisational, prioritisation and time management skills Ability to work in an environment which requires a high level of confidentiality Calm and adaptable with an ability to work within a flexible and busy environment 	<ul style="list-style-type: none"> Experience of developing or maintaining a school library Experience of stock control Experience of working school or other educational setting

	<ul style="list-style-type: none"> • Successful experience of working in an office environment or similar • Experienced in taking minutes at meetings and producing accurate notes • Proven experience and knowledge of producing accurate complex documents • Experience of effectively working with the public, students/ community environment/customer focused environment • Proficient in the use of Microsoft packages Word/Excel. Proficient use of email and internet • Experience in the use of presentational software ie, PowerPoint, Publisher • Excellent level of ICT skills and a high level of attention to detail • Excellent written and oral communication skills • Excellent telephone manner • Calm and adaptable with the ability to work within a flexible and busy environment • Excellent organizational, prioritisation and time management skills • Ability to work in an environment that requires a high level of confidentiality 	
Personal Qualities	<ul style="list-style-type: none"> • A passion for reading • Excellent organisational skills • Ability and aptitude to create attractive and effective displays • Ability to encourage and motivate learning with high expectations of behavior • Good interpersonal skills and the ability to work effectively with a wide range of people across the organization and external agencies and stakeholders • High level of discretion and confidentiality • Reliability, motivation, adaptability and resilience under pressure • Commitment to safeguarding and promoting the welfare of children and young people • Self-motivated and committed to self-development • Willingness to undergo appropriate checks, including enhanced DBS checks • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Willingness to undertake appropriate First Aid training to contribute to the Academy's First Aid provision 	<ul style="list-style-type: none"> • The drive and initiative to develop own use of new technologies to enhance the work of the administrative and clerical team

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| | <ul style="list-style-type: none">• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis Community Learning ethos. | |
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