

BRIDGE ACADEMY TRUST



The Ramsey Academy, Halstead
Colne Road, Halstead, Essex C09 2HR
01787 472481

Librarian/Reprographics Technician

Job Title	Librarian/Reprographics Technician
Grade	Scale 3 Points 4 - 5 (£21,189 - £21,575 pro rata)
Reports to	Director of English
Liaison with	Headteacher, teaching staff, support staff, students, visitors, external agencies, governors
Job Purpose	To provide an effective Reprographics service to the school To provide and maintain an efficient library for the school
Duties	
Library	<ul style="list-style-type: none"> • To maintain the school library stock, putting away returned books, updating and cataloguing stock, as necessary. • To update, catalogue and maintain reading books. • To provide guidance to children and staff when choosing books. • To liaise with the local library, arranging class visits/workshops. Advertising/distributing information about special reading events in Essex libraries. • To liaise with the Literacy Co-ordinator for special book events i.e. visiting author, Readathon, World Book Day, sending details/correspondence to parents, distribution of vouchers etc. • To manage voucher redemption schemes for books on offer to schools. • To liaise with the Literacy Co-ordinator with regard to Accelerated Reader and support its use. • To recruit, deliver appropriate training and deploy Student Librarians. • To maintain displays in the library to promote and stimulate student interest in various genres of fiction and non-fiction, including topical issues.
Reprographics	<ul style="list-style-type: none"> • Making master copies of booklets, worksheets etc. for departmental use. • Exam papers as required by staff • To make copies for classroom and homework use when necessary. • Copy reports, documents, and letters • Maintain supply of forms in the Staff Room • Laminating and binding work • To ensure that all machinery is kept clean and in good order • To be responsible for ordering reprographic equipment and stationery and maintaining stock levels • To undertake stock control of the reprographic supplies • To contact external technicians in the event of a breakdown of machinery and to ensure that correct maintenance has taken place • To undertake continued professional development training commensurate with the post • To be aware of and comply with current copyright legislation relating to

General	<p>photocopying</p> <ul style="list-style-type: none">• To maintain up-to-date records for bespoke printing orders• To be responsible for the general tidiness of the reprographics areas <ul style="list-style-type: none">• To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.• The Local Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
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Librarian/Reprographics Technician - Personal Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of working in a library/reprographics department or related role
	Knowledge of relevant policies and procedures	General understanding of the operation of a school Good understanding of health and safety policies and procedures Understanding of school library policy
	Literacy	Educated to GCSE Grade C or above Good Literacy skills
	Numeracy	Educated to GCSE Grade C or above Ability to count and do basic calculations
	Technology	Ability to use photocopier Ability to use word processor Ability to maintain library records
Communication	Written	Ability to complete forms and other documentation relating to the role.
	Verbal	Ability to exchange routine verbal information clearly with children and adults.
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy to ensure appropriate conduct and behaviour of pupils whilst using the library
	SEN	Ability to support children through appropriate resources in relation to teaching and learning
	Curriculum	Understanding of the school curriculum in relation to learning materials
	Child Development	Awareness of child development in relation to library resources
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school and library
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to work effectively with a range of people
	Information	Know when, how and with whom to share information Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions accurately
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understanding of child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role