

Job Description

Job title: Librarian

Salary: OAT Scale 2 Point 3-5 (£20,812.00-£21,575.00 Pro Rata)

Start Date: September 2023 or sooner

Contract Type: 37 hours per week, Term Time plus 1 week

Contract Term: Permanent

This Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Job purpose

Provide a professional library service support and perform all necessary tasks as requested by the Director of English and Lead Practitioner – Literacy. Undertake a full range of duties to ensure the efficient and effective running of the Academy Library.

Duties and Responsibilities

- a) Support pupils and staff in using library resources.
- b) Support and assist with library technology including ICT and photocopiers.
- c) Provide support to staff in supervising small groups of pupils in the library.
- d) Provide and lead small group and one-to-one intervention as instructed by the Director of English and Lead Practitioner – Literacy.
- e) Supervision of students using the library environment and maintaining standards of behaviour in the absence of the teacher.
- f) Provide administrative support, for example photocopying and filing.
- g) Assist with promotions, displays and other activities of the library.
- h) Order and maintain stock as directed.
- i) Collect and record money e.g. for lost books, photocopying etc.
- j) Adhere to school procedures, including health and safety and safeguarding.
- k) Oversee the use of books and other library resources, using agreed systems for recording use.
- l) May demonstrate own duties to new or less experienced staff. No formal supervisory responsibility.
- m) Communicates with pupils and staff to provide information and guidance on use of library resources.
- n) Update and maintain data and other information as directed.
- o) Responsible for maintaining library information records and resources.

Person specification

Knowledge, skills and experience

- a) Working at or towards national occupational standards (NOS) in information and library services, archive services and records management, knowledge / skills equivalent to current national qualifications for library assistants Level 3.
- b) Knowledge of procedures for use of library resources, cataloguing, supervising library users, ordering resources, maintaining library technology.
- c) Good IT skills.
- d) Work in a library environment. Short periods of increased physical effort e.g. carrying resources

Personal attributes

The successful candidate will have:

- a) Self-motivated with a positive outlook
- b) Ability to relate well to children and adults
- c) Willingness to work flexibly in order to meet tight deadlines and develop the service
- d) Commitment to team working
- e) Willingness to undertake further training as required
- f) Short periods of increased physical effort e.g. carrying resources.