



Librarian

Job Description

Purpose of the job

To provide an effective resource and information service that supports learning and teaching across the school.

Reporting to

Designated Teacher within the English Faculty

Pay Scale

Level 5 A 1 - 3

Main responsibilities

- Ensure the efficient day-to-day running of the library and develop and maintain a cheerful, friendly, and safe learning environment for students and staff (the library is open-plan and located in the central hub of the Academy).
- Support and advise students and staff in the selection and use of information resources and facilities to encourage students to read and research as widely as possible. Explore and promote new and innovative resources.
- Work with literacy leads to promote and encourage a whole school approach to reading and instil a love of reading with students.
- Assist with the management, delivery and review of the Reading Aloud programme.
- Assist with the running of Bedrock Learning where required.
- Monitor, maintain and manage the range of research and reading resources, including budget management, purchasing of stock, processing and cataloguing new books, maintaining and repairing existing stock.
- Use the Library Management System, Accessit, to its full capacity for the promotion, loaning, returning and renewing of resources.
- Plan and run events connected with the library, such as author visits, reading challenges, and World Book Week.
- Design and create eye-catching and accessible displays that reflect the season, school events or special occasions to promote and encourage engagement with the resources available.

- Create reading lists that reflect the curriculum, particularly for English.
- To recruit, train and manage student librarians.
- Develop and maintain effective partnerships with other libraries, local library groups and other relevant organisations eg the Slough School Libraries group, the Berkshire School Library Association (SLA), the Thames Valley Learning Partnership (TVLP) librarians' group, universities and colleges and museums.
- Continuously maintain a comprehensive awareness of current developments in information and library management, education, and children's literature.
- Undertake such other duties as reasonably required by the Headteacher.

Safeguarding responsibilities

- Promote and safeguard the welfare of all children and young people within the Trust.
- Uphold public trust and maintain high standards of ethics and behaviour, within and outside school by:
 - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the school environment.
 - promoting and safeguarding students' wellbeing.
 - showing tolerance of and respect for the rights of others and promoting a culture of inclusion.

General responsibilities

- Have a proper and professional regard for the ethos, policies and practice of the Academy and Trust.
- Have an understanding of, and always act within, the relevant professional standards and statutory frameworks. This includes those relating to Health & Safety, security, confidentiality and data protection.

Please note that this is illustrative of the general nature and level of responsibility of the role and not a comprehensive list of all tasks. The postholder may undertake other duties appropriate to the role. This job description may be subject to amendment at any time after consultation with the postholder.

Person Specification

Qualifications and Experience	Essential	Desirable
Level 2 English and Maths (GCSE or equivalent)	✓	
Knowledge of policies, procedures, and practices for library management	✓	
Previous experience of working with or supporting young people		✓
Previous experience of working in a school environment		✓

Professional Knowledge & Understanding	Essential	Desirable
Interest and knowledge of young people's literature	✓	
A good understanding of the role of the librarian and a library within the context of wider school learning	✓	
IT literate, with competence in Microsoft Office suite and online services and ability to learn library management systems	✓	
Awareness of the importance of data protection & confidentiality	✓	
Experience of managing budgets and resources		✓

Personal Qualities and Skills	Essential	Desirable
A love of books and reading and an enthusiasm to share this	✓	
Strong focus on excellent customer service, with a calm, positive and helpful approach	✓	
Ability to establish and maintain excellent professional relationships with students, staff and external partners	✓	
Good analytical and research skills	✓	
Able to take ownership of tasks and work with minimal supervision	✓	
Excellent attention to detail	✓	

Can plan, prioritise, organise and delegate effectively	✓	
Ability to analyse the needs of library users and identify appropriate resources to meet those needs	✓	
Effective behaviour management skills	✓	
Personal commitment to continuous learning and development	✓	
Genuine commitment to improving the quality of provision for students & supporting every student to be the best they can be	✓	
Committed to ensuring the safeguarding and welfare of all students	✓	

Last review date: November 2025