

# The Royal Alexandra and Albert School

## Librarian Job Description



**Job Title:** Librarian

**Contract type:** Permanent

**Reporting to:** Director of Faculty: Communications

### The Role

- To support pupil learning through the provision of an efficient and up-to-date library resource service to pupils and staff.
- To manage a school library which is innovative, and which enthuses pupils with a lifelong love of reading.

### Key Responsibilities

- To provide a library service which encompasses the education, information and recreational needs of the pupils.
- To manage the day to day running of the school library by issuing and returning book stock, cataloguing and preparing new books and assisting with enquiries.
- To maintain a tidy and accessible resource centre including production and arrangement of relevant displays and notices.
- To develop, maintain and use links with external library services, suppliers, retailers etc. to enhance and develop schools' resources.
- To arrange and implement induction sessions for primary and Year 7 pupils and for new staff.
- To promote the library resource to staff and pupils through the organisation of book weeks, book fairs, visits, articles for the school newsletter.
- To repair damaged books and other resources as appropriate.
- To provide advice and assistance to pupils and staff in the procedures, systems and use of the school library.
- To advise on copyright issues and comply with Data Protection legislation.
- To maintain a high level of knowledge and understanding in relation to current children's literature and developments in educational librarianship.
- To be responsible for the selection, acquisition and organisation of book stock and non-book materials, ensuring that the resources cover the full age range and ability of the school community.
- To arrange the material for effective retrieval including systemic classification and cataloguing (using the Dewey classification scheme) of all resources.
- To liaise with teaching staff regarding the purchase of stock to support the national curriculum.



Ambition



Courage



Integrity



Respect

- To display and promote material to enhance the appearance of the library and provide a safe and attractive environment for study.
- To provide library training to all pupils attending the library as part of a formal class visit.
- To maintain a collection of periodicals.
- To compile statistics of library issues to identify trends and to help recognise potential shortcomings in order that early remedial action may be taken.
- To supervise a lunchtime rota for library prefects.
- To keep accurate financial records and adhere to the allocated library budget.
- To ensure the health and safety and good behaviour of pupils at all times.
- To manage the library stationery shop, ensuring best value for pupils.
- To help in the cataloguing and restocking of our Junior School Library.
- To organise Careers interviews when needed for students.
- To help organise careers events with the Head of Careers.

### Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the School.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance management as required.
- Undertake professional development as agreed with school leaders
- Perform additional duties and tasks required for the effective operation of the school as directed by the Headteacher

These tasks serve to indicate the range of duties and level of responsibilities involved but they are not exhaustive.

The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.

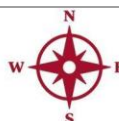
The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



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