



Exeter School

Exeter School invites applications for the post of

SCHOOL LIBRARIAN

Applications will close at midday on Tuesday 31st October

Interviews will be held on Tuesday 7th November

Employment to start January 2018

Exeter School is an independent, fee-paying, co-educational school for ages 7-18, with 920 pupils. The School has an excellent record in the academic, sporting and extracurricular areas. It values its links with the local communities and many School facilities are used by local groups. It stands in 25 acres of ground in an open position less than a mile from the city centre. The School employs over 180 people.

The Vacancy

From January 2018, Exeter School is seeking a **School Librarian**. This is a full time post during school academic terms (including inset days) with 15 additional days during the school holidays. Salary is dependent on qualifications and experience.

Key Functions

To oversee the effective management, development and promotion of the Library within the school on a day-to-day basis and to ensure an effective resource and information service is provided to all pupils and staff.

To maintain and develop the happy and harmonious working atmosphere of this excellent and important facility in the heart of this academic school.

The School Librarian works in close cooperation with Heads of Department, especially the Head of English and reports to the Deputy Head (Co-curricular, Compliance and ICT).

Main Responsibilities

Library Management

- To draw up and implement policy for the Library which reflects the aims of the School's Strategic Education Plan and to monitor regularly the effectiveness of the policy.
- To be aware of best practice and to seek to develop the Library and its use in the light of this knowledge.

- To ensure a high standard of display and promotional material to enhance the standard of appearance of the Library in order to provide an attractive environment conducive to study, promoting it as an important learning space within the school.
- To manage library staff and be responsible for appropriate personal professional development for library staff.
- The selection, acquisition, organisation, promotion and maintenance of appropriate resources to cover the full age and ability range of the school community and to ensure an equality of opportunity for all pupils and staff.
- To coordinate the induction of all pupils and staff to the Library and its associated services.
- To play a key role in the development of Information Handling Skills across all year groups.
- To plan and oversee the financial management of the library budget, including the preparation of budget bids, and the compilation of an annual report on the library's stock and development needs. This will include close consultation with the Bursar and the Company Accountant.
- To catalogue systematically, classify and index library resources.
- To liaise with external agencies where appropriate.
- To liaise with the Network Manager and Information Systems Manager on matters relating to ICT.

REMUNERATION

The salary is dependent on qualifications and experience. This is reviewed on 1st September annually, in common with all Exeter School employees. Salary is paid in arrears via BACS to a nominated account at monthly intervals by the last day of the month.

HOURS OF WORK

Working hours to be 8.45am to 5.15pm with a lunch break of 30 minutes and a second 30 minute break, five days per week during term time. Some evening work, for which time off in lieu will be given, may very occasionally be required.

HOLIDAYS

The post holder is entitled to 18 days paid holiday, taken during the holiday period, in addition to Public Holidays. The holiday year runs from 1 September until 31 August.

PENSION

The post holder will be eligible to join the School's group personal pension scheme after three months in post. Currently, the School contributes 8% of salary (13.5% after five years), and the employee 3.5% (6% after five years).

SICKNESS ABSENCE

Statutory Sick Pay will be paid subject to the following conditions: for absences of seven or fewer calendar days, a completed self-certification form is required; for absences of more than seven days a fit note stating the nature and likely duration of the sickness is to be obtained by the eighth day of absence and sent to the Bursary. For the purpose of calculating statutory sick pay, 'qualifying days' are those days on which the employee is normally required to work.

CHILD PROTECTION

Exeter 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, including checks with past employers and the Disclosure and Barring Service.

Employment is subject to the receipt of two satisfactory references provided specifically for this post and addressed to the School, and to a satisfactory Criminal Records Bureau Disclosure.