



Grade 4

Responsible to: Library Manager

1. PURPOSE OF JOB

- To supervise and assist students from years 7-13 throughout the day.
- To assist in the management of resources and IT within the Learning Resources Centre.

2. PRINCIPAL DUTIES AND RESPONSIBILITIES

- To maintain a database of resources and users and manage the issue, return and stock control of library resources.
- To process new stock and maintain resources by repairing, tidying and weeding.
- To assist in the management of the library budget, analyse spending, order new stock and stationery.
- To assist students and staff in their research.
- To assist in the planning and delivery of lessons in research skills for years 7 and 8 and 9.
- To supervise students throughout the day in the main library and sixth form study area.
- To organise and train students as lunchtime helpers.
- To liaise with staff regarding the use of the library and provision of suitable resources.
- To plan displays and provide occasional newsletters and information.
- To take part in the annual parents' open evening and attend INSET days and training courses where relevant and take part in network meetings.
- To encourage able readers in Carnegie shadowing group and Centurion Award.
- To maintain resources in the careers library.
- To provide bi- weekly general knowledge quiz for years 7-11.
- To provide a stimulating but peaceful environment to encourage quiet study.
- To liaise with publishers in order to benefit the school with free resources/event.
- To organise author visits, events and activities.
- To create recommended reading lists.
- To update the library homepage on the VLE.
- To organise and promote annual World Book Day and other literacy incentives.
- To support the NHS library reading mentor scheme.
- To manage resources across the library.

3. QUALIFICATIONS & EXPERIENCE

- Good level of education to A' Level
- Computer Literacy
- Knowledge of library computer systems and management
- Experience in education an advantage

4. DIMENSIONS

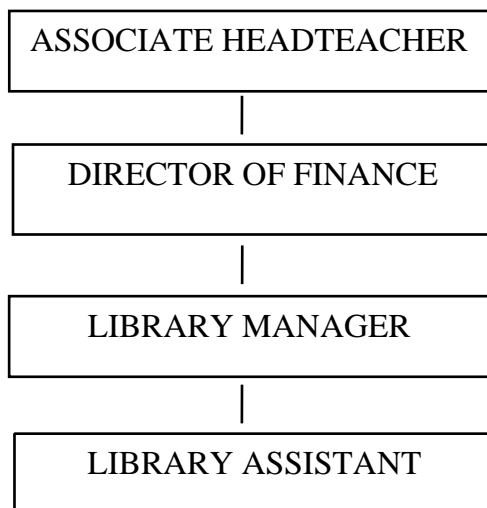
Annual Budget		£7500
Average number of students visiting <i>in lessons</i>	Sixth Form –	80) per day
	Years 7-11 -	120) “
Average number of students visiting at <i>lunchtime</i>		180 per day
Computers		28
Book stock		10,500 approx.
Study places		112
Library skills lessons for years 7/8/9		36 lessons

5. GENERAL

This job description only contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.

Norton Hill School is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required prior to appointment.

6. ORGANISATION



Post Holder:

Name: _____

Signature: _____

Date: _____

Line Manager:

Name: _____

Signature: _____

Date: _____