

Buxton School

JOB DESCRIPTION

| | |
|------------------|---|
| Post: | School Librarian |
| Scale: | Scale 5 Point 12-16 pro rata |
| Contract: | Permanent, 36 hours per week Term-time only contract |

Responsible to: **Middle Leader/Senior Leader**

Purpose of the post:

To manage and develop a dynamic, inclusive, and engaging library provision that supports literacy, independent learning, and a love of reading across all key stages (EYFS to KS4). The Librarian will provide resources and support to students and staff, ensuring the library contributes to the academic and personal development of all pupils.

Main Duties:

- Manage the day-to-day operation of the all-through 3-16 school library.
 - Maintain and develop the library's stock through a computerised library management system.
 - Assist pupils in the selection of appropriate reading materials.
 - Promote reading for pleasure and academic success among pupils of all ages.
 - Create and maintain a welcoming, inclusive, and stimulating environment that encourages literacy, independent study and intellectual curiosity.
 - Organise reading initiatives, author visits, book clubs, and other literacy-based events.
 - Support staff in developing cross-curricular links through the use of the library.
 - Facilitate access to resources that support teaching and learning across the curriculum.
 - Manage library budget and resources effectively.
 - Supervise pupils using the library space, ensuring appropriate behaviour and use of facilities.
 - Maintain an up-to-date knowledge of children's and young adult literature.
-

Buxton School

Librarian Person Specification

Personal Qualities

Enthusiastic and passionate about promoting reading and literacy. Highly motivated and proactive. Ability to work independently and as part of a team. Committed to our school Values: Ambitious, Honest, Academic, Kind, and a Family

Qualifications

- Degree related to the needs of the post e.g. English Language/Literature
- Desirable: Chartered membership of a professional body (e.g. CILIP Library and Information Association).

Knowledge

Essential:

- Strong understanding of children's and young adult literature
- Knowledge of library systems and cataloguing software
- Awareness of safeguarding responsibilities in an educational setting

Desirable:

- Knowledge of SIMS, Satchel One and other educational data/communication software

Skills

Essential:

- Accuracy
- Able to take the initiative
- Flexibility of attitude
- Punctuality and reliability
- Commitment to the highest standards of professionalism
- Excellent communication and interpersonal skills
- Ability to engage and motivate students across all age groups
- Organisational skills to manage stock and library resources
- ICT proficiency, including library software and online research tools.

Experience

Essential:

Buxton School

- Experience in running library-based events or literacy initiatives, ideally in a school environment.

Desirable:

- Experience of the role in an educational setting
- Experience of successful line management
- Chartered membership of a professional body (e.g. CILIP).