

Job Description for Librarian

Post: Librarian

Line Manager: Deputy Head (Academic)

Start date: September 2025

Outline of Department

The BGS Library is a vibrant, inclusive and dynamic centre of learning that plays a central role in supporting both the curriculum and the broader intellectual life of the school. Open from 8.15am to 6.00pm each school day, it offers a welcoming, well-resourced, and efficiently run environment for independent study, group work, research, and reading for pleasure. The library houses a diverse and regularly updated collection of around 40,000 items, including books, journals, DVDs, and digital resources, carefully curated to meet the needs and interests of students across all year groups. Through its extensive stock and access to print and online resources, it fosters independent learning, information literacy, and a lifelong love of reading.

The library is staffed by a Librarian and supported by Library Assistants and a team of student volunteers. Together, they deliver a rich programme of information and study skills sessions for Year 7 and Sixth Form students, offer tailored support for individual learners, and collaborate closely with teaching staff to align resources with curriculum needs. The Assistant Librarians also manage displays, the DVD collection, and daily operations, while one serves as the Literary Events Coordinator, organising visits from acclaimed authors and promoting a strong reading culture. The library's literary events programme has become a distinctive and much-valued feature of life at BGS.

Purpose of Job

The Librarian is responsible for the strategic development, effective management, and daily operation of the School Library and Information Services. This includes overseeing staffing, budget, resources (physical and digital), and user education to ensure high-quality provision that supports teaching, learning, and independent study across all age groups. The Librarian promotes the library as both a dynamic centre for research and information literacy, and a welcoming space for quiet, reflective study and reading for pleasure. They also monitor resource use and maintain systems to ensure ease of access, currency, and relevance of materials in line with school and departmental needs.

Duties and Responsibilities

- Overseeing the day-to-day running of the library, ensuring it is a welcoming, safe and purposeful environment for all users.
- Developing, managing, and maintaining a diverse, inclusive, and up-to-date library collection that reflects curriculum needs, student interests, and school policies—this includes the selection, cataloguing, and regular weeding of stock to ensure relevance and accessibility for all users.
- Leading a team of library staff, including recruitment, training, appraisal, rotas, and day-to-day line management.
- Managing the library budget effectively and strategically, ensuring value for money across resources, software and subscriptions.
- Collaborating with academic departments to plan, resource and deliver library skills lessons and research projects that enhance curriculum learning and foster independent study.
- Working with teaching staff to develop information services literacy in pupils throughout the school, ensuring the appropriate provision of resources and extension of the skills needed for independent learning and research.
- Promoting reading for pleasure and library use through displays, reading lists, author visits, events and reading groups (e.g. Y7 and 8 reading groups).
- Supporting pupil supervision and behaviour management during study periods, break, lunchtimes and after school and ensuring good order and respectful use of library facilities.

- Maintaining and developing library systems, including digital platforms, databases, and cataloguing software.
- Liaising with external organisations (e.g. School Library Association, local library services) to stay abreast of best practice and ensure continual improvement of provision.
- Ensuring compliance with all relevant policies and procedures including safeguarding, health and safety, copyright and data protection.
- Attending staff meetings and INSET days
- Any other task or activity as reasonably requested by management
- Conforming to the School's Code of Conduct
- Adherence to the School's safeguarding procedures

The Librarian plays a central role in fostering a love of learning and a culture of enquiry across the school, and must be proactive, collaborative and forward-thinking in their approach. This list is intended as a guide and is not exhaustive. The post holder is expected to be flexible and adaptable.

Candidate Specification

There are certain **essential criteria** that we would expect a candidate to possess.

Chartership or professional registration (e.g. ACILIP or above)
At least four years' experience in a Library, Information Services, or similarly structured environment
A highly organised, proactive, and self-motivated approach, with the ability to plan, prioritise, and manage multiple tasks
The ability to work effectively with young people, demonstrating emotional resilience, professional boundaries, and an understanding of safeguarding

The following list outlines the further qualities, skills and experiences that the selection panel will be keen to explore with candidates. It is understood by the panel and – we hope – by prospective candidates, that no single person will fulfil every criterion. We encourage candidates who do not “tick every box”, therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.

A recognised qualification in Librarianship at degree or postgraduate level (or equivalent experience or working towards)
Experience of working in a school or educational setting with a strong academic focus
Familiarity with archiving or records management
Experience supporting learning and teaching or delivering skills-based sessions
Strong ICT skills and confident use of library systems, databases and digital tools
Experience of supervising or managing staff and overseeing budgets
Excellent communication and interpersonal skills, with a strong customer service ethos
A flexible, team-focused outlook with a positive, resilient, and solutions-oriented mindset
A sense of humour and an optimistic, resilient style when faced with pressure
The ability to develop good working relationships with all members of the School community

Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school
An enthusiastic and approachable nature
<p>Be able to communicate well with children and young people and in particular be prepared to demonstrate:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with any challenging behaviour • Professional attitudes to use of authority and maintaining discipline • Understanding of safeguarding and promoting the welfare of young people

Hours and Benefits

Working hours	40 hours per week, 41 weeks per year, which is term time plus a number of additional weeks working during school holidays to a schedule agreed. Working hours will be Monday to Friday on a rota of either 08:00-16.30 or 09:30-18:00, with a half hour unpaid lunch break per day.
Salary	The salary will be determined by the Technical and Clerical scale and will be dependent on relevant experience and technical expertise.
Pension	The School will automatically enrol support staff into a “Defined Contribution” pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the Scheme may opt-out in accordance with the rules of the Scheme.
Lunch	School lunch is provided during term time.
Education	At present the School’s policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
Car Parking	No car parking is provided during term time.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships. We are committed to increasing the diversity of our staff body and particularly welcome applicants from minority groups who are currently under-represented in our staffing community.

Application details

To apply please visit our website, [employment opportunities section](#). On the role specific page there is an ‘Apply now’ button which will take you into the online application process.

The closing date for applications is 24 June 2025.

Interviews are currently planned for Monday 30 June 2025.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared when applying. The applicant may post such a declaration in an envelope marked ‘Private & confidential for the Headmaster’ which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.