



JOB DESCRIPTION

POST: SCHOOL LIBRARIAN

REPORTS TO: HEADTEACHER

POST DETAILS: Full-time, fixed term from 15th September 2025 to 12th June 2025
Term time only, Monday to Friday 9.15 am – 4.00 pm (30 minutes for lunch)

Talbot Heath School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Purpose:

- Manage, develop and promote the library as an effective learning and information resource service which supports learning and teaching across the whole school.

Main duties and responsibilities:

Planning and Development

- Organise and manage the Senior School Library to ensure it is used effectively by classes, groups and individuals
- Liaise with the Junior School SLT to support the development of the Junior School library
- Implement a Library Policy which incorporates the educational aims and values of the school, whilst complying with data protection, copyright and Health and Safety legislation.
- Manage the library budget, including preparing budget bids and cost forecasts for each Academic Year.
- Liaises with all faculties to ensure the Library resource supports curricular learning.
- Select, acquire, organise and promote Library resources to support teaching and ensure equality of access throughout the whole school
- Maintenance of the library management system (Accessit), which is used across the whole school, to include maintaining and updating the library website. All of this is in line with data protection, confidentiality and GDPR requirements.
- Train, lead and encourage student library and Duke of Edinburgh award volunteers
- Be familiar with and responsive to fiction for children, young adults and adults to encourage a Reading for Pleasure environment in the library and where possible match students with reading suggestions
- Seek feedback from teachers and students on the effectiveness of the service to ensure it is continuously improved and developed.
- Run activities for students e.g. book clubs and book award shadowing

Support for Staff and Students

- Supervise pupils using the library for independent study and prep
- Guide and advise staff and pupils in the selection and use of information resources to support their curricular and leisure needs

- Champion and promote the library and the enjoyment of reading in all its forms through initiatives and events such as World Book Day across the whole school

Training and development

- Undertake training as appropriate for the role
- Maintain awareness of developments and best practice in information and library management, education and children’s literature through links with relevant organisations and professional publications and networks

Other responsibilities

- The post holder may be required to do other duties appropriate to the level of the role, as directed by their Line Manager

Essential qualities and skills

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ● Qualified, preferably Chartered, Librarian (desirable)
Experience	<ul style="list-style-type: none"> ● Experienced School Librarian (desired) ● Ability to work as part of the schools team (essential) ● Able to inspire and lead student library volunteers and supervise prep periods ● Able to lead sessions for pupils and staff on research skills ● Using a management information system / database (essential)
Skills and knowledge	<ul style="list-style-type: none"> ● High standard of communication (verbal and written) (essential) ● Polite and effective interpersonal skills (essential) ● Competent with common IT systems, e.g. Microsoft Office, MIS (essential) ● Data analysis (essential) ● Time management and planning (essential) ● Ability to work flexibly and quickly under pressure (essential) ● Ability to work across multiple projects and deadlines (essential) ● Ability to follow policies and procedures set by the school and external agencies (essential)
Personal qualities	<ul style="list-style-type: none"> ● Organised (essential) ● Able to work on own initiative with minimal supervision (essential) ● Ability to work well in a team, and independently (essential)

General

- To promote and support Talbot Heath's culture of "Honour before Honours" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with Talbot Heath School's Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Talbot Heath policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Facilities Manager immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional Information

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head or nominated representative (in consultation with the post holder) to reflect the changing needs of the Talbot Heath School.

Talbot Heath School is unable to employ anyone who does not have the legal right to live and work in the UK. This evidence must be produced at the interview stage of the process.

Talbot Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and has an Equal Opportunity Policy. The successful applicant will require an Enhanced DBS check.

The position will involve regular contact with children and therefore is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exemptions Order 1975, 2013 and 2020. It is an offence to apply for this role if barred from engaging in regulated activity relevant to children.

Talbot Heath School is a registered charity (number 283708) existing to provide high quality education for children.