



STONE LODGE
SCHOOL

Job Description - Librarian

Salary:	Grade 6: - £21,478 - £24,110 pa, full time equivalent. Actual salary £19,619 - £22,023 pa
Hours:	37 hours per week over 40 weeks pa (term-time, plus 5 INSET days and 5 additional days)
Responsible to:	Assistant Head Teacher
Start Date:	September 2023

Overall Job Purpose

To manage and oversee all matters relating to the smooth and efficient operation of the school library, taking responsibility for the acquisition and management of library materials and the development of the library as learning resource centre in accordance with school's curriculum and educational policies

Main Duties and Responsibilities

- Responsible for all aspects of the daily management of the library
- To oversee reprographics, supporting with the coping of materials for staff and exams printing
- To be responsible for the issue and return of items and to follow up books that are overdue
- To maintain and classify library stock in an orderly, accessible way
- To provide access to daily newspapers/magazines provided for the school
- To have oversight of the duties of library assistants during break and lunchtimes
- To try to encourage reading among students (and staff) through book clubs, special promotions, competitions, and author visits
- To share in the delivery of library skills lessons for incoming students each year
- To be responsible for the submission of orders for new stock in consultation with Line Manager
- To maintain the Careers Library, buying and cataloguing stock to Government recommendations, with reference to the Careers Advisor and Head of Careers
- To be responsible for the purchase and sale of basic items of stationery to students

The Trust 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 will be required for the successful candidate.



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General Duties:

- To work flexibly, undertaking tasks as directed, commensurate with the grade of the post
- To participate in the Performance Management process and undertake any training commensurate with the post
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace

Any other duties, commensurate with the role may be required and as time permits This job description is not intended to be an exhaustive list of all duties performed. It is envisaged this role will evolve over time in line with the development of the school and may be subject to modification after consultation with the post-holder.

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