

**JOB DESCRIPTION - Part-Time Librarian**

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| **Job Title:**  | **Part Time Librarian**  |
| **Location:**  | Phoenix Academy, The Curve, Shepherd’s Bush, London W12 0RQ  |
| **Working Pattern:**  | Hours from 12.30-16.30 Monday to Friday – Term time only  |
| **Salary:**   | £9,905 per annum for 20 hour per week  |

# Job Description

Phoenix Academy rated ‘Good’ by Ofsted, seeks a dedicated and experienced Librarian to join its staff. We serve our student body comprising of Year 7 to Year 11. The students come to the library during lunch time and after school using the facility for research and sourcing excellent reading materials. We will have a high volume of fiction and nonfiction lending. Our collection of fiction and academic titles needs reviewing and this challenge along with the wonderful student interactions make us a fascinating place to work. We offer part-time hours 12:30 – 16:30 Monday to Friday during term-time as well as access to a gym and swimming pool.

# Librarian responsibilities and duties

* Assist students and teachers with finding reference materials and leisure reading materials when asked
* Maintain library inventory and conduct periodic audits of the information on file
* Help students navigate the electronic records and periodicals
* Create and implement new programs to attract more students into the library
* Organise external 3 x lunchtime speakers by authors and arrange author signings
* Check books and other materials in and out of the library
* Implement electronic database and teach students how to use it and its features enabling them to become your library assistants
* Plan and host book drives on a regular basis in order to increase and modernise the stock
* Manage the acquisitions of new materials
* Keeping the library organised and tidy
* Chasing and collecting books to be returned
* Maintaining a quiet environment

# Librarian skills

* 2+ years’ experience working in a library - ideally within a school
* A strong commitment to the safeguarding of children and to uphold the policies of the Academy and the Trust
* IT literate / experience working with electronic databases of library materials
* Experience of working with students
* Good organisational and communication skills

**We are committed to safeguarding and promoting the welfare of children and young people we expect all staff and volunteers to share this commitment. Post are subject to enhanced DBS checks.**

# How to Apply

Please complete the Support Staff Application Form and email the completed form to: nick.berman@futureacademies.org



The Application Form can also be downloaded by clicking on the link below:

<https://www.futureacademies.org/attachments/download.asp?file=1175&type=docx>

**The deadline for the application is Wednesday 16 October 2019 at 12.00pm**