

JOB DESCRIPTION – 2025

<b>Job Title:</b>	Library Manager
<b>Reports to:</b>	Assistant Head: IB and Curriculum Studies
<b>Department:</b>	Library
<b>Hours per week:</b>	40 hours per week, term time plus two weeks per year. The Library is open term time from 7.45am.

**Key Working Relationships**

Deputy Head: Academic  
Assistant Head: IB and Curriculum Studies  
Heads of Department  
Assistant Head: Teaching and Learning  
Teaching staff  
Accounts Department

**Job Summary**

The Library Manager has responsibility for the day to day running of the Library, ensuring that an effective resource and information service is provided to all staff and students. The Library is situated in the heart of our innovative and brand new Grove Sixth Form Centre. We are looking for an energetic and passionate librarian with a vision for the future and the drive and personality to inspire others on this journey. The post holder will develop, manage and promote a sector leading School library which acts as a high quality research centre for the whole Leighton Park Community. Working with staff and students to provide the most relevant resources and e-resources is an integral part of the role, as well as inspiring a genuine love of reading throughout the School. Maintaining and developing close partnerships with academic departments to ensure that the library meets the needs of the school community and itself is a resource embedded into the curriculum. The Library Manager is keen to develop and maintain relationships with outside agencies, including potential feeder schools, local libraries and relevant organisations is an important part of the job.

**Duties and Responsibilities**

**Areas of responsibility include but will not be limited to the following**

**Planning and Development:**

- To develop the Library as the academic centre of the School.
- To shape the vision and develop a written strategy for the School library that reflects the aims and values of the School, and to monitor its effectiveness by regular review.
- To promote the development of reading and literacy skills across the School.
- To manage information queries from pupils and staff, providing the highest level of customer service.

- To plan and oversee the organisation and management of the library including preparation of the library budget, and compilation of regular reports to SLT on library stock and developmental needs.
- To select, acquire, organise, promote and maintain books and non-book resources to cover the needs of the School and provide guidance to teachers and pupils in these areas.
- To maintain and manage the Library management systems, website, e-catalogue and online resource subscriptions
- To understand the important role of the libraries in supporting community wellbeing and look for ways to enhance this.
- To research and pursue highly reputable awards to elevate the reputation of the Leighton Park library.
- To promote and publicise the services provided by the library to the whole School community.
- To develop and maintain links with other libraries (exploring links with University of Reading and others) and relevant organisations on a continual journey of improvement
- To organise events to promote research and scholarship, such as external speaker visits
- To oversee relevant social media accounts.
- To arrange materials for effective retrieval, including: systematic indexing, classification and cataloguing of all library resources.
- To ensure the library is a welcoming and positive environment.
- To foster and maintain the Quaker ethos and values of the school.
- To support the School's archive work.
- To develop and maintain relationships with external agencies, support services, inter-library loans, other schools, book publishers/suppliers.
- To maintain awareness of developments in children's literature, education, scholarship and librarianship through continual professional development.

### **Staff and Student Support:**

- To support the FPQ for Year 8 students, the EPQ for Sixth Form students and the Extended Essay for IB students.
- To maintain an up-to-date bank of online resources for EPQ and EE.
- To monitor and evaluate the effectiveness of the service provided by the library and its impact on teaching and learning.
- To work with the Leader of Learning Technologies to introduce and develop appropriate technologies to increase the efficiency and effectiveness of library services and provide training for staff and students in their use.
- To recruit and oversee a team of library prefects.
- To increase awareness and use of the libraries by display and other promotional features; provide appropriate environments for both study and leisure.
- To work with departments in the planning and development of information literacy skills for students throughout the age range.
- To offer support to students in referencing work correctly.
- To provide inductions for staff and pupils.
- To coordinate the ordering of textbooks for academic departments.

- To liaise with Head of Departments to ensure the Library is providing the best possible support.
- To work closely with the English Department to support them with library lessons
- To provide a series of author events during the year for the whole community.
- To generate reading lists for students.
- To contribute to the wider life of the School including acting as Form Tutor.

**IB Extended Essay Support:**

- To be conversant with the IB Extended Essay Guide
- To coordinate with the Director of IBDP the scheduling of the extended essay process
- To offer lessons and workshops in information literacy and research skills
- To build partnerships with public and university libraries
- To act as a supervisor for extended essay students, if appropriately qualified
- To allocate and coordinate the team of teachers supervising extended essay students
- To support students in terms of accessing adequate print and online sources
- To help train students and teachers on using the extended essay guidelines and information
- To provide guidance to students on how to format a formal essay using word processing software
- To support and provide guidance to students on how to develop the Researcher's Reflection Space and other planning tools
- To provide training and support on the concept of academic integrity, including an introduction to how to cite correctly and consistently.

**Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

**Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

It is a business requirement of the School that the postholder in School for five days per week.

The post holder will be required to attend statutory and mandatory training.

**Safeguarding and Child Protection**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

This post is classed as being in regulated activity.

**Information Security, Confidentiality and Data Protection**

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

**Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

**Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.