



JOB DESCRIPTION

JOB TITLE:	Librarian
GRADE/ ROLE PROFILE REF:	Grade B
WORKING WEEKS/ HOURS:	38 weeks; 20 hours per week
TIMES WORKED:	10:30 am to 2.30 pm Monday to Friday
BASE:	Library

ORGANISATIONAL ARRANGEMENTS:

Job holder:

Reports to: Senior Curriculum Administrator

GENERAL STATEMENT

To represent Deer Park in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses may be required as part of professional updating.

RESPONSIBILITIES/ACCOUNTABILITIES:

- To work the Reception desk, and ensure that loan and reference collections are effectively managed.
- Input data into the library catalogue.
- In conjunction with the English Curriculum Lead and the Teaching Staff, help in the induction to the LRC, which shall be planned to build on the work of curriculum areas.
- Assist staff to integrate library skills and information-handling into their planned schemes of work.
- Develop ICT awareness and skills to support further developments in the Learning Resources Centre
- Support the English Curriculum Lead with promoting the Learning Resources Centre to further encourage and develop whole class use and individual pupil use.
- In consultation with the English Curriculum Lead, create a programme of events such as reading groups and book clubs.

- In consultation with the English Curriculum Lead evaluate and maintain the quality of books/stock.
- In consultation with the English Curriculum Lead evaluate and maintain the loan system and library use.
- Assist both staff and student with enquiries.
- Promote the Learning Resource Centre to both staff and students.
- Present and co-ordinate appropriate displays in the Learning Resources Centre.
- Produce written and other visual material to publicise stock, services and events.
- Classify and catalogue books, magazines and other material to provide an information service for the School.
- Facilitate the use of ICT and technology based in the Resource Centre and promote the use of all available technologies including the internet.
- Ensure ICT equipment is in working order via ICT Technicians.
- With the English Curriculum Lead to be responsible for all aspects of the Centre, its contents, surrounding areas, including Health and Safety and reporting defects.
- Be responsible for the security of the Learning Resource Centre ensuring doors are locked etc.
- Hold a First Aid certificate and support/deputise for First Aid room as necessary.
- Undertake relevant training as appropriate.
- To provide such other duties that may be reasonably allocated or directed within the purview of the post.

NOTES

- The School and site is open between the hours of 6.00 am and 10.30 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description. Should work be requested outside of normal working hours this would be discussed in advance.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
 - (a) unpaid leave, or
 - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
 - (a) Overtime has been worked by agreement with the Headteacher.
 - (b) To attend a special event e.g. graduation.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the SLL.

Date Prepared:	August 24
Prepared By:	HR
Date Reviewed:	
Reviewed By:	