



PITTVILLE SCHOOL LIBRARIAN POST
30 hours per week
Term time only plus Inset Days
Grade G8-G20

We are looking to recruit a creative, friendly and independent Librarian with a clear enthusiasm for working with young people.

The Candidate

The post is suited to someone who enjoys working with young people, and is willing to work flexibly, with a collaborative English team in a school library environment. The post holder should be accurate and methodical in their work methods and have the enthusiasm to help provide a high-quality service. They should enjoy working as part of a team and be capable of using their own initiative. In order to help maintain a co-operative and friendly atmosphere, good communication skills and a sense of humour are essential. As the post includes working at the issue desk, including circulation and enquiry services, you will have good IT and communication skills.

JOB DESCRIPTION

Staffing the issue/enquiry desk

- Assisting with pupils' registration as library users
- Administration of the Library desk, issuing, returning and renewing items on the Library system
- Maintenance of the newspaper and periodicals collection: checking in newspapers and periodicals

General duties

- Taking full responsibility of the Accelerated Reading Programme and data collection of all classes in year 7 and 8
- Processing of existing stock, shelving and shelf tidying
- Processing new items i.e. covering and labelling
- Monitoring the condition of stock and reporting any problems as they occur
- Assisting with displays and other special projects
- Assisting in the clerical work associated with library loans and borrowers
- Helping maintain an appropriate academic environment in the library

Skills and Experience

The successful applicant must have the ability to work independently and cope with continual interruptions / shifting job priorities associated with a busy school library:

- IT skills and experience are essential
- Must possess an interest in and affinity for working with young people.
- A working knowledge of the Accelerated Reading Programme system would be an advantage

Pittville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Offers of appointment are subject to satisfactory references.

Closing date 24th June 2019