

## **JOB DESCRIPTION**

**JOB TITLE:** School Librarian

**TERMS:** Grade 6  
Part time, 30 hours per week, term time only plus inset days  
**Salary Range:** £29,093 to £31,588 (points 15-20) Pro-rata  
**Actual Salary:** £20,243 to £21,978 (0.6958 FTE)

### **Purpose of role:**

#### **Staffing the issue/enquiry desk**

- Assisting with students' 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
- Supporting teaching staff with the delivery of KS3 library lessons, including listening to students read and guiding students in their selection of texts
- 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
- General administrative duties such as photocopying, filing, emailing and completion of routine forms.

#### **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 Accessit Library System and/or Accelerated Reading Programme system would be an advantage