



# JOB DESCRIPTION

<b>Job title:</b>	Library Manager	<b>Department:</b>	Library
<b>Hours of work:</b>	37.5 hours per week/36 weeks per year (term time plus two weeks) Mon-Thu: 8.55 am – 5.00 pm Fri: 8.55 am – 4.40 pm (30 minute unpaid lunch break) <i>(Note: library operating hours: M-Th: 8.55 am-6.30 pm and F: 8.55 am - 4.30 pm – a member of the school staff supports in the Library in the evening)</i>		

## Summary of role

The Library Manager will manage and develop the school library as a vibrant, welcoming and interactive learning hub at the heart of the school. The role involves inspiring a lifelong love of reading, supporting independent research, and ensuring that resources enrich both academic learning and personal growth. The Librarian will promote information literacy and provide engaging opportunities for pupils to enjoy books, develop research skills, and grow in confidence as independent learners.

The Librarian will work closely with academic departments, in particular English, and will contribute to the wider life of the school, in keeping with its ethos and values.

## Responsibilities of the post

- To develop and manage the Library Management System to encompass the structural organisation and management of the school library; this should include but is not limited to:
  - The general arrangement of the whole school library in the Sixth Form Centre building.
  - Disseminating information relating to the availability of resources and library procedures to staff and students.
  - Ensuring an effective library borrowing system to prevent theft or misuse of resources.
- To acquire relevant and accessible resources in a range of formats, both traditional and electronic. This involves liaising with HODs to ensure that all subject areas are appropriately resourced, up to date and accessible, and revising year group reading lists annually.
- To organise and manage the arrangement of materials for effective retrieval including the systematic indexing, classification and cataloguing of all library resources. The dissemination of information relating to those resources to staff and students as appropriate.
- To supervise students working independently in the library and maintain an effective learning environment.
- To make the library attractive and accessible to all including the provision of displays, guiding and publicity materials.
- To deliver presentations / workshops to small groups / year groups / the whole school on a range of subjects including, but not exclusive to, library use; World Book Day; the pleasure of reading; relevant competitions; authors.
- To develop and support information research and library skills sessions for staff and students.
- To be responsible for the effective management of the library budget.
- To work closely with the English department to develop and deliver a programme of appropriate library lessons for regular Year 7, 8 and 9 classes.
- To organise a programme of regular activities that promote the library and reading for pleasure including book groups, events and book fairs.
- To supervise Duke of Edinburgh volunteers in the library.
- To be involved in additional curriculum initiatives such as the EPQ.



## PERSON SPECIFICATION

Essential	Desirable
<b>Operational Excellence</b>	
<ul style="list-style-type: none"><li>• Have good communication and interpersonal skills and the capability to mix easily and work with the girls and all staff</li><li>• Have good oral skills and a sound command of written English</li><li>• Be computer literate with high capability in using Microsoft Word and Excel software</li><li>• Be capable of using appropriate Library cataloguing software</li><li>• Have strong presentation skills in order to present at year and whole school events</li><li>• Strong planning and organisational skills</li></ul>	<ul style="list-style-type: none"><li>• A teaching and/or library qualification</li><li>• Experience of running a small budget</li><li>• Previous experience of working in a school library.</li><li>• Experience of the Accessit Library Management System.</li></ul>
<b>Safeguarding and Pastoral</b>	
<ul style="list-style-type: none"><li>• A commitment to safeguarding and promoting the welfare of children and young people, and willingness to undergo appropriate training and checks.</li></ul>	
<b>Personal Behaviours</b>	
<ul style="list-style-type: none"><li>• Be a person of integrity and initiative who is able to think ahead, prioritise and work accurately and flexibly without undue direction to deliver his/her outputs</li><li>• Ability to build strong relationships with staff and pupils</li><li>• Creativity and innovation in developing new ideas to promote the library</li><li>• A passion for books, learning and independent research</li></ul>	
<b>Ethos and Whole School Values</b>	
<ul style="list-style-type: none"><li>• Respect for, and willingness to support, the Catholic ethos and values of the school.</li></ul>	



## TERMS AND BENEFITS

- 37.5 hours per week, 36 weeks per year (term time plus two additional weeks) – 0.78 FTE.
- Salary. Scale point 25 – 30 £30,004-£35,515 per annum full time. Pro rata to 0.78 FTE **£23,408 - £27,708 per annum actual** - dependent upon experience.
- Pension. The successful candidate will be auto enrolled into the School's pension scheme, which includes life assurance.
- Lunch. A free lunch is available in the dining room each working day when the kitchens are open.
- Parking. There is free parking on site.
- Gym and Pool. There are staff sessions for use of these facilities