



Ribston Hall High School

Job Description

School Librarian

**NJC SCP 8 – 12, 39 weeks per annum
(20 hours per week)**

Job Purpose

To ensure the Library is a welcoming place for all students and staff, both before school, during school hours and after school by creating and maintaining a stimulating, and welcoming environment.

Main Duties & Responsibilities

- Undertake day-to-day tasks for efficient running of Library and the students' use of the facility.
- Support students to develop into effective, independent learners and readers.
- Supervise students using the Library and assist them with the use of ICT and information retrieval.
- Organise, maintain and edit Library stock within budget, in a way most helpful to students and staff.
- Embed the online resources and encourage increased usage.
- Work with students to help them understand how to research and use the facility of Library. This will include running inductions for Y12.
- Work in partnership with departments to encourage their use of resources and facilitate research and information gathering.
- Provide administrative support to the Curriculum Lead for English when organising author visits, or extra-curricular reading activities.
- Maintain the overdue book routine.
- Encourage an ethos of reading for pleasure.
- Liaise with the School Library Service where necessary.

Qualifications & Experience

- Educated to at least GCSE grade C in English and Mathematics (or equivalent)
- Evidence of librarian experience and knowledge of the library systems (desirable)
- Understanding of reading materials for 11 to 18 year olds
- Demonstrates a passion and enthusiasm for reading
- Ability to work in a complex, busy, service driven environment
- Experience of working within a secondary or primary school
- Excellent interpersonal skills and communication skills and the ability to relate well to others
- Excellent command of written and spoken English
- Excellent organisation and administrative skills, with the ability to remain calm under pressure and work to tight deadlines
- A systematic approach to tasks and attention to detail
- Evidence of a proactive approach to planning and prioritising work
- Excellent ICT skills, competent and confident ability with database input, and use of a range of Microsoft applications
- Commitment to own professional development
- Commitment to safeguarding and promoting the welfare of children



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Supervision Required

Responsible through the Headteacher or other member of staff as may be nominated by the Head Teacher.

Principal Contacts

Students, Teaching and Support staff, Supply staff.

Special Conditions

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such temporary variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Signed by Postholder: Date:

Signed by Headteacher: Date: