

SCHOOL LIBRARIAN

Start date: 1 September 2026

Duration: Fixed term for one year in the first instance.

Hours: The standard hours of the post are 27.5 hours per week, typically from 12.30pm to 6pm.

Working arrangements: The Librarian is required to work throughout term time (38 weeks) and additionally 20 days during the school holidays. These 20 days will be at spread throughout the year at dates agreed between the postholder and the line manager. They will include INSET days. The working hours for these non-term time days are for 7.5 hours per day. The appointment is subject to the provisions of the Handbook for Non-teaching Staff.

Remuneration: Pro rata take home salary £20,000-£30,000 per annum depending on experience

Pension Scheme: The Local Government Pension Scheme

Responsible to: Senior member of staff with responsibility for the Library

Accountable to: The Director of Finance

Role Purpose:

The Librarian will oversee the management, development and promotion of our Library, ensuring it remains a vibrant and effective learning resource. The role also includes supervising Sixth Form private study, supporting pupils' independent learning, and facilitating appropriate use of computers.

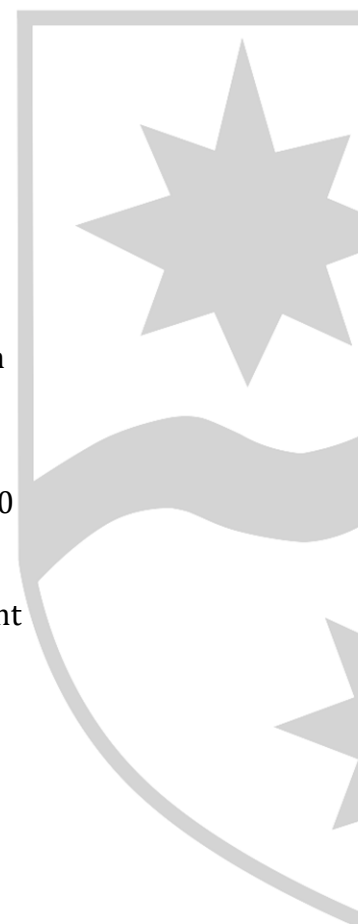
The successful candidate will have strong ICT skills, with confidence using Word, spreadsheets, digital learning tools, and library database systems, and will be proactive in staying up to date with developments in these areas.

Task structure:

The following Job Description is not intended to be exhaustive and the Headmaster reserves the right to delegate such duties as are reasonable to the nature, purpose and status of the role. All members of the support staff team are expected to demonstrate flexibility, contributing to duties beyond their core responsibilities when required.

Supporting Staff

- Work with Heads of Department (HoDs) and individual teachers to develop their schemes of work by identifying resources and equipment that will be of use to them.



- Advise key colleagues within the school to ensure appropriate access to learning resources. Liaise with IT support to provide pupils with access to the Library catalogue and computers.
- Train pupils and staff to use Eclipse, the Library management system, in order to promote learning and extend patterns of teaching.
- Provide facilities for departments to use the Library either by class or individually for project work.
- Manage the distribution of laptops through the resource booking system.

Supporting pupils

- Work with individual pupils in assisting them to select books that match their level of literacy and areas of interest.
- Supervision of sixth form pupils who use the Library throughout the day for private study. The Librarian supervises study, maintaining general discipline and encouraging positive study habits. Working closely with the staff responsible for the sixth form pupils is an important part of the Librarian's duties.
- Organise induction lessons for pupils.
- Teach Library skills, information retrieval and study skills.

Stock/Resource Management

- Manage, classify stock and keep records of use of resources in school.
- Assist in the maintenance of Library resources, including ICT hardware.
- Keep resources in the Library tidy and in good order.
- Ensure all equipment is serviced regularly.
- Ensure all books in the Library are protected with appropriate covering.
- Maintain the stock of ICT software and resources available to staff and pupils.
- Plan the Library budget, monitoring budget spend, so that resources are used to best effect.
- Select catalogue and classify resources using specialist Library software.

Personnel Management

- Manage Library helpers.
- Manage, train and develop other members of the team, so that all staff have the skills for current and planned activities.
- Provide briefing and training for pupils who work as Library helpers to gain a Duke of Edinburgh's Award.

Promoting the Library

- Maintain the Library in good order and create/maintain a quiet, controlled atmosphere conducive to study and learning.
- Being responsible for events held in the Library
- Work with Heads of Department to identify opportunities for their pupils to work and to create displays for the Library.
- Run extra-curricular activities to promote reading and the use of the Library.