



TEACH POOLE – MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Junior School Librarian
School:	TEACH Poole
Salary Grade:	D (Point 5 – 6)
Responsible to:	Head of School
Responsible for:	N/A
Contracted Hours:	12.50 hours per week
Working Times:	12.00pm – 3.10pm

Main Job Purpose

- 1) Under the direction of the Head of School, ensure effective planning, development, maintenance and utilisation of library resources by pupils and staff of the school.
- 2) Provide a suitable reference and learning environment to encourage further educational development of pupils.
- 3) Undertake all administration related to the house point reward system for the school.

Main Responsibilities and Duties

Library

- 1) Supervise the operation and organisation of the Library.
- 2) Operate an appropriate system for the issue and return of books.
- 3) Assist pupils and members of staff undertaking research in obtaining specific books or information etc.
- 4) Provide instruction and advice to classes and groups of pupils and staff in the use of the Library and general reader service.
- 5) Review stocks of books and other resources and select new materials for acquisition, liaising with the teaching staff and book suppliers as necessary. Ensure new stock is appropriately processed prior to use.
- 6) Liaise with the Head of School so the management of the library and the provision of resources supports wider pupil learning.
- 7) Prepare and allocate library and other learning resources in line with the Head of School.
- 8) Co-ordinate and administer the use of information technology within the library, to include access to the internet, and online resources where appropriate.

- 9) Be responsible for arranging/organising display materials to encourage interest in the Library.
- 10) Oversee and carry out the full administration of the schools house point rewards system, working closely with the named house captains and designated staff.

General

- 11) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 12) Comply with all decisions, policies and standing orders of the Trust and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 13) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure.

Supervision and Management of People

- 1) No supervisory responsibility other than assisting with work familiarisation of peers and new recruits.

Knowledge and Skills

- 1) Knowledge and experience of working in a school Library/Learning Resource Centre.
- 2) Good general standard of education, with five GCSEs at A* to C, or a vocational qualification or equivalent.

Creativity and Innovation

- 1) Creativity is a feature of the job but exercised within the general framework of recognised procedures.

Contacts and Relationships

- 1) Frequent contact with staff, pupils, School Library Service, book and ICT equipment suppliers, and charitable and other funding bodies.

Decisions

- 1) Prioritisation of work and resolution of operational problems. Major issues referred on to the Head of School.
- 2) Variation of own routines with guidelines.
- 3) Identification of some learning resources.

Resources

- 1) Responsible for all books and associated resources.

Work Environment

- 1) Normal school environment. Frequent use of ICT equipment, and lifting of books and other materials/equipment.
- 2) Work subject to interruption.
- 3) Books, stationery, periodicals, display equipment, reprographic and ICT equipment/OHP and trolleys. May include handling petty cash and pupil fines.

Prepared by: TEACH Poole

Date: May 2022



PERSON SPECIFICATION

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ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> • Previous experience of dealing with children • Experience working in a school and library environment • Experience of using Microsoft Office suite and library software 	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none"> • 5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience • ECDL or equivalent ICT qualification e.g. RSA II in word processing • Evidence of recent self-development 	Application form Certificates Interview
Aptitudes & Abilities	<ul style="list-style-type: none"> • Good interpersonal skills • Excellent customer care skills • Ability to file numerically and alphabetically • Ability to learn to utilise library computer systems • Ability to use IT and office equipment • Good time management and organisation skills • Good communication skills • Ability to handle confidential information with discretion 	Application form Interview References
Knowledge	<ul style="list-style-type: none"> • Good knowledge of the wide range of library resources • Knowledge of school's behaviour and management policy and procedures • Knowledge of school's fire and emergency procedures • Knowledge of Child Safeguarding procedures 	Application form Interview References

Attitude / Motivation	<ul style="list-style-type: none"> • Self motivated • Team player 	Application form Interview References
	<ul style="list-style-type: none"> • Patience and enthusiasm for helping children of different ages • Positive attitude to the objectives of the school • Positive attitude to ICT and technology 	
Other Factors	<ul style="list-style-type: none"> • A commitment to Equal Opportunities • Enhanced DBS check 	Application form Interview References DBS process