



Please note: the recommendations are based on a standard 35 hour week and a full time contract. Term time plus two week contracts will be pro - rata.

Role	Description	Recommended Local Government Services Pay Agreement 2023-2 NJC Scale/Grade	Recommended Salary
a) Senior Librarian/Head Librarian	With Head of Department status and managing multiple library staff	35 – 49 PO4 – PO9	£43,421 - £60,349
b) Professionally qualified Librarian	With first degree or Masters degree in Library and Information Science If teaching duties added to above, e.g. information skills programme	26 – 34 SO 2 – PO3 30 - 34	£34,834 - £42,403 £38,223 - £42,403
c) Library Manager (unqualified) or recently qualified librarians	With day to day responsibility, including managing budget, development planning etc.	20 – 25 Scale 6 – SO1	£30,296 - £33,945
d) Senior Library Assistant	Working with professional librarian - no strategic role but to include areas of responsibility	14 – 21 Scale 5 - 6	£27,334 - £30,825
e) Library Assistant	working with professional librarian - no strategic role	11 – 17 Scale 4 - 5	£25,979 – £28,770
	If City and Guilds or NVQ level 3 library assistants' qualification held.	17	£28,770

Annual Leave

Since the Introduction of the Working Time Regulations in 1998, all staff, including those who work part-time, are entitled to a minimum of 4 weeks (equivalent) paid holiday per year.

In addition, if library staff are not employed for 52 weeks per year, two to three weeks paid employment may also be required during school holidays for stock-checks, planning and report writing etc.

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