

JOB DESCRIPTION

JOB TITLE	Librarian
DEPARTMENT/SECTION	Library
REPORTS TO	Head Librarian
LINE MANAGES	Pupil librarians

JOB SUMMARY

Forest School seeks a professionally qualified librarian with an enthusiastic, extroverted personality, who enjoys interacting with pupils in a busy environment. The ideal applicant will have a passion for, and excellent knowledge of, children's and young adult fiction; experience working with young people in an academic environment; and a creative approach to promoting reading for pleasure.

The main purpose of the role is to provide professional and proactive support to all library users at Forest School. As part of the Library team (alongside two professionally qualified librarians, a teacher-librarian, and a library assistant), the successful applicant will be physically based in the Senior School's ground floor Fiction Library – the first point of contact for many pupils and staff – and will play a key role in creating a welcoming, inviting, dynamic and informative environment for users.

KEY DUTIES AND RESPONSIBILITIES

- Supervise pupils and positively manage behaviour, in accordance with Library guidelines and in line with the Library's service level statement and disciplinary procedure
- Create and maintain an inviting and purposeful environment where Y7-Y13 pupils can work, learn or participate in any school-related initiative, individually or collaboratively
- Provide information retrieval, evaluation and management support and guidance to pupils and staff, via scheduled inductions and on an ad hoc basis
- Develop the Library's contribution to literacy and information skills programmes both within and beyond the School, and inspire and enthuse pupils to read widely
- Select, acquire, organise and maintain Library resources, within budget, under the supervision of the Head Librarian
- Organise and promote activities and events that stimulate innovation, inform and inspire pupils, staff and the School community through a range of media and technologies, in liaison with relevant co-curricular staff, teaching staff, and external bodies
- Provide technical support for printing and photocopying to pupils and staff and in the use of common ICTs and applications
- Use the LMS (Oliver) to issue and discharge books and equipment, to add records and catalogue new items, and to perform maintenance as and when required
- Carry out appropriate duties, both clerical and professional, as part of the Library team

GENERAL REQUIREMENTS – ALL STAFF

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding and Child Protection Policy at all times
- Display correct staff identification at all times whilst on site
- Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population
- Adhere at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors

HOURS OF WORK

- **Term time:** The library is open between 7.30am & 6pm daily during term time. The post holder will be required to work eight hours per day, with 30 minutes for lunch.
- **School holidays:** The post holder will be required to work for four weeks (20 working days) during school holidays. Out of term hours are 8.30am to 3:30pm.
- **Required attendance:** As part of the contracted hours, the post holder will be required to attend School events including Open Day, Summer Open Evening, and INSET training days. Please note that time in lieu and additional payment will not be offered for these days.

SAFEGUARDING

The post holder will be required to:

- Submit an Enhanced Disclosure and Barring Check (DBS);
- Complete Child Protection Training; and
- Promote and safeguard the welfare of all children and young persons for whom they are responsible with whom they come into contact.

FOREST SCHOOL'S POLICY AND PROCEDURE

The post holder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

If the duties and responsibilities of the post holder should change over time, the job description will be reviewed and amended in consultation with the post holder.

The post holder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or Head of Department/Section.

PERSON SPECIFICATION		
JOB TITLE	Librarian	
DEPARTMENT/SECTION	Library	
REPORTS TO	Head Librarian	
LINE MANAGES	Pupil librarians	
QUALIFICATIONS		
CRITERION	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Librarianship qualification (first degree or postgraduate) MCILIP, or willingness to undertake registration (will be supported) 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
EXPERIENCE		
CRITERION	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Previous experience of working in a library Experience of working with young people and meeting their particular needs and requirements Experience of utilising ICT and skills to access and retrieve information Previous experience of working in a school library Experience using the Oliver v5 LMS 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
KNOWLEDGE & SKILLS		
CRITERION	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Knowledge of children's and young adult fiction and ability to match books to readers Expertise in online searching, using the internet and a range of subscription services 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	

<ul style="list-style-type: none"> • Ability to communicate effectively with all members of the School community • Ability to follow administrative procedures, including to understand and follow instructions • Excellent communication skills (oral and written) • Excellent customer service skills • Excellent organisational skills, with knowledge of library systems • Excellent IT skills • Excellent interpersonal skills 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	
ATTRIBUTES		
CRITERION	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Commitment to continued personal development • Ability to work well as part of a team, and to build trust and openness • Interest in the school curriculum • Confidence to instruct groups of pupils in library use • Ability to work in a changing environment and open to new ideas • Ability to inspire pupils and to encourage a love of books • Ability to manage time effectively • Ability to ensure appropriate behaviour in pupils, while maintaining a pleasant and welcoming environment • Commitment to safeguarding and the welfare of pupils • Commitment to principles of diversity and equality • Friendly, enthusiastic, flexible and creative • Willingness to be involved in the wider life of the school • Keen interest in the library environment and the role of libraries within the wider world 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓