

Leadership for a better world

JOB DESCRIPTION (NON ACADEMIC)

I. Job Information

Job Title:	Librarian
Department:	Learning Resources

II. Job Specification

Main purpose of job:		
<ul style="list-style-type: none"> - Assist in the smooth operation of the Learning Resource Department - Provide advice on appropriate learning resources and for recreational reading - Create and maintain a visually stimulating learning environment which supports and enhances the delivery of the school curriculum 		
Provide key results to be achieved by this position and a breakdown of the main duties and responsibilities		
Key areas of accountabilities	Main duties & responsibilities to support achieving accountabilities	% of time
1. Maintenance of Library	<ul style="list-style-type: none"> - Supervise and monitor the running of the Learning Resource Centre including student behaviour <ul style="list-style-type: none"> a. Coordinate the issue & return of school materials b. Cataloguing of resources in particular Chinese curriculum resources c. Responsible for updating staff & student data in the LMS (Library Management System) - Oversee daily maintenance of the Library <ul style="list-style-type: none"> a. Overall upkeep and tidiness b. Coordinate/repair damaged resources c. Assist with stock checks - Provide advice on appropriate learning resources - Assist with the processing of new stock <ul style="list-style-type: none"> a. Unpacking and processing for circulation b. Reconciling order 	50%
2. Curriculum Support	<ul style="list-style-type: none"> - Liaise with academic staff to ensure appropriate resources are made available for their subject areas to support students in reading and researching more widely around their subject. 	20%
3. Library Events	<ul style="list-style-type: none"> - Assist with the coordination/organization of book events - Create and maintain stimulating learning displays 	20%
4. Others	<ul style="list-style-type: none"> - Assist in periodical management - Assist with purchasing local orders - Provide other support assigned by line manager - Assist with the management of the Guided Reading Library 	10%
Resources managed – line management and financial resources:	Line management: N/A	
	Financial resources managed: books and other school resources	

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Key working Relations and network	Internal: -Academic and Administrative staff -Students	External: -Parents -Suppliers of resources
Key performance indicators for this position (KPIs):		
<ul style="list-style-type: none"> - Meeting deadlines - Customer satisfaction (internal) - Quantity and quality of goods and services 		

III. Person specifications

1. Core Values to be demonstrated by the job holder:

Harrow Key Value	Underpinning statements
Leadership for a better world	Contributing Positively to Community
	Applying Knowledge with Compassion
	Solving Problems Collaboratively
	Solving Problems through Communication
	Making Just Choices
	Facing Challenges with Determination

2. Functional Competencies to be demonstrated by the jobholder:

For a non-manager's role:

	Name of Competence
Competence 1	Managing self and resources
Competence 2	Delivering results
Competence 3	Customer focus
Competence 4	Problem solving
Competence 5	Team work
Competence 6	Communicating
Competence 7	Learning and development

3. Specific specialised knowledge, professional skills, qualifications or experience required for this job:

Minimum Academic Degree required
<ul style="list-style-type: none"> - Bachelor degree
Professional skill and knowledge required
<ul style="list-style-type: none"> - Strong negotiation skills - Strong Communication skills in both written & oral English and Chinese - Strong Problem Solving Skills - Knowledge of Office 365
Experience
<ul style="list-style-type: none"> - Experience in managing or assisting in a school library is desirable but not essential.

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Language

	Confidence	Intermediate	Operational	Extensive
Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

IT Skills

- MSFT Office

4. Other job-related or local special factors not mentioned above:

4.1 Non – criminal record issued by police authorities must be provided by the selected candidate.

4.2 Harrow Shenzhen is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment.

4.3 Travel frequency

No travel required Occasional travel required Frequent travel required

Jobholder's signature

Date