

JOB DESCRIPTION

Job Title:	Librarian
Line Manager:	Head of Learning and Information Services

Purpose of Job

- Assist in the smooth operation of the Learning and Information Services 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

Duties and Responsibilities

Maintenance of Library

- Supervise and monitor the running of the Learning Resource Centre including student behaviour
Coordinate the issue & return of school materials
Cataloguing of resources in particular Chinese curriculum resources
Responsible for updating staff & student data in the LMS (Library Management System)
- Oversee daily maintenance of the Library
Overall upkeep and tidiness
Coordinate/repair damaged resources
Assist with stock checks
- Provide advice on appropriate learning resources
- Assist with the processing of new stock
Unpacking and processing for circulation
Reconciling order

Curriculum Support

- 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.

Library Events

- Assist with the coordination/organization of book events
- Create and maintain stimulating learning displays

Others

- Assist in periodical management
- Assist with purchasing local orders
- Provide other support assigned by line manager
- Assist with the management of the Guided Reading programmes
- Undertake other reasonable duties as requested by line manager

Requirements

Education, training and qualifications

- Bachelor's degree or equivalent

Knowledge and experience

Harrow is committed to the safety and protection of children.

All employees are expected to comply with our School Child Protection and Safeguarding Policy.

- Experience in managing or assisting in a school library is desirable but not essential.

Personal qualities

- Strong negotiation skills
- Strong Communication skills in both written & oral English and Chinese
- Strong Problem Solving Skills
- Knowledge of Office 365

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

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