

# Wiltshire Council

## School Support Staff

### Job Profile

<b>Reference :</b>	SCH675	<b>Grade F</b>
<b>Job Title :</b>	Librarian, Secondary School	
<b>Main Job Purpose :</b>	To maintain and develop the library as a well functioning learning and resource centre within the school. <i>As directed by library manager or teacher with oversight of the library.</i>	

<b>Main Duties</b>	
1.	To assist students and staff in accessing and utilising the library resources. To provide a booking in/out system, an inter-library loan and a book reservation service for the library and to deal with pupil and staff queries and requests. To oversee the use of ICT resources in the library and to provide instruction on the systems operated within the library.
2.	Ascertain from Heads of Departments what books and other resources they would like to be purchased on their behalf from their library budget.
3.	To keep full and accurate records of stock ordered and purchased. To be accountable for spend from the general library consumables/newspapers budget.
4.	To undertake shelving, cataloguing, classification, and stock control of all library resources.
5.	To create, mount and maintain displays within the library and associated areas.
6.	To train pupils as librarians and oversee their work.
7.	To encourage appropriate behaviour in the library and seek assistance from the teacher as and when necessary

<b>Supervision and Management</b>
The job holder has no regular supervisory responsibility for staff but may be involved in work familiarisation of new members of staff and pupil volunteers

### **Creativity and Innovation (i.e. Problem Solving)**

Making suggestions with regard to information resources

Devise and arrange activities, initiatives and events to promote use of the library

### **Contacts and Relationships**

Library Manager / Teaching staff - Use of space or resources; problems with behaviour of students

Book shops and Book Suppliers - Book queries. Ordering stock

IT Department - IT equipment maintenance. Pupils access to computers

Pupils - training in retrieval and use of resources. Managing behaviour in the Library

Visitors – management and promotion of events in the Library.

Heads of Departments – resources requirements

### **Decisions**

Recommends resources for special projects or needs

Deciding when to report pupils for misbehaviour and even to ban from Library.

### **Resources**

The job holder is responsible for the proper use of the stock and equipment in the Centre but has no overall responsibility for security.

## **Working Environment**

Interruption is in the nature of the job in that Library users come with queries, photo-copying, requests for books to be issued which inevitably breaks up the background work

It will sometimes be necessary to prioritise resources.

The jobholder will be walking, carrying books to shelves, moving boxes of books, photocopy paper

Jobholder has regular contact with students

## **Knowledge and Skills**

When fully competent job holder will have a good standard of knowledge and skills of library processes, cataloguing stock and information retrieval skills. The jobholder needs empathy for and ability to deal with pupils, and a good general knowledge of books and literature.