

JOB DESCRIPTION: Library Manager

LINE MANAGER: Heads Of School

SALARY: Admin Scale 14 ED

**JOB PURPOSE:**

Oversee and manage the organisation and operation of the school libraries. To be responsible for the efficient, reliable and well-functioning learning resource facility, for all users. Assist users in the use of equipment and/or services provided by the libraries. To acquire, organise and provide access to a wide range of library resources to all members of the school community. To develop and promote the school libraries including support all learning needs and personal interests, development of enjoyment of reading, knowledge building and curiosity.

**RECRUITMENT CRITERIA**

* A vision of the contribution that a library can make to learning in the 21st Century
* Experience of managing staff and responsibility for all operations, including budgets and financial planning
* Excellent communication skills, both verbal and written. He/she should be able communicate effectively with both students and teachers and enjoy working with children and young people
* A positive manner with students, in support of well being
* Excellent organisational, research, analytical and problem solving skills
* Computer literate
* Team worker. Good at Multi-tasking
* Energetic, enthusiastic and proactive
* A vision of 21st Century Learning

**JOB ACCOUNTABILITIES**

* Manage the school libraries, budget, staffing and electronic and hard copy resources, including the creation, implementation and review regularly the school library policy which supports the school’s Mission Statement
* Liaise with all academic departments to make sure the libraries provide curricular support to teachers and ensure appropriate access to learning resources, including support for literacy, reader development initiatives, activities and games within the school
* Acquire current, relevant and appropriate resources for the school library which includes keeping up to date with newly released publications and anticipating and seeking out the needs of the users
* Monitor student use of the Library during class hours and Lunch break
* Perform duties such as issuing, returning and renewing books, shelving, processing, maintaining book order on the shelves, maintaining records of late books/ lost books/ fines, mending damaged books and conducting periodic stock check including weeding old resources
* Promote the use of the Library and reading through visiting authors, displays and by providing advisory and information services to all users
* Instruct all users of the Library in the use of the current library software and to assist them in finding information using this resource
* Develop and maintain constructive and co-operative relationships with colleagues and students
* Train and direct parent and student volunteers
* Respond to complaints, taking action as necessary
* Prepare and implement a strategic plan for the library
* Have responsibility for the health and safety of the students in the library at all times between 7:30 and 4:00
* Support staff members and ensure that the library is available for use and well organised
* Provide inset to staff, students and parents to promote the library and to introduce new initiatives
* Liaise with finance, ICT, teaching staff, students and parents to ensure that resources are returned and book deposit deductions are applied if necessary
* Responsible for the Library VLE and delivering training to members of department.

**Managing Resources**

* Compile the order for resources for all 3 libraries within the allocated budget, and submitting to Facilities Manager for sourcing
* Ensure that all library functions are completed in accordance with library policy and whole school guidelines
* Issue fines, authorise deductions from book deposit and authorise refund of monies to user
* Make arrangements for the appropriate deployment of library staff to ensure work activities are arranged appropriately
* Devise operational procedures and working practices within the library so as to ensure resources are managed and organised effectively
* Select new stock and resources appropriately so as to assist teachers’ delivery if the curriculum and to remain within the library budget
* Suggest regarding the information resources and facilities available within the libraries in relation to the changing needs of the curriculum
* Provide training and job familiarization for new and existing staff, and for parent volunteers and pupils helping in the libraries
* Devise and arrange new activities, initiatives and other events which may take place within the libraries, so as to promote use of the libraries
* Manage day-to-day running of all 3 Libraries – policy changes, making displays, issuing letters (for overdue, lost and damaged books) and fines to students, weeding of old resources, waiving fines in extraordinary cases. In certain cases – refusing to issue a particular resource to a student on grounds that it is not age appropriate
* Ensure availability of on-line resources’
* Develop opportunities and resources for e-learning
* Manage text book resources. New resources are brought to the library for barcoding, then issued to students through the library computer system using timetables
* **KEY EXPECTATIONS**

All staff are expected to:

* Be aware of and committed to the mission, vision, values and all associated school policies
* Take an active role in the development and implementation of school policies and in the whole life of the School
* Ensure that there are equal opportunities for all
* Follow school procedures as outlined in the staff handbook

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| Signed by post-holder | Signed by line manager | Date | To be reviewed |
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