



Job Description:

Junior School Librarian 0.4 FTE, for January 2021 or as soon as possible thereafter

Qualifications: Qualified Librarian or QTS

Essential – previous experience of being a school librarian before.

Existing familiarity with Library Management Software would be beneficial.

Hours 8-4pm, two days per week, term time only plus 1 week during the school holidays.

Salary to be determined by experience

Reports to: The post holder will report directly to the Deputy Head and ultimately to the Bursar.

Purpose: To assist the school to maintain a learning environment and a positive, warm and welcoming atmosphere in the Library. Promotion of reading attitudes and frequency of reading - eg displays/conferencing with individual students/inductions into good library habits.

To include the following specific responsibilities and tasks:

1.0 Attendance

1.1 Take sole charge of supervision and support in the Library in running activities, attending meetings, taking breaks when the Library is quiet, working each day and after school until 4pm.

1.2 Attend whole school events when the Library needs to be open, for example, Open Day.

1.3 Running books fairs and other necessary book led events

1.4 Run early morning reading groups and after school clubs

1.5 Developing reading skills in children

1.6 Support for SEND children; running a quiet space during break and lunchtimes

1.7 Participate in whole school and other relevant staff development activities.

1.8 Participate in the School's Professional Development Strategy.

2.0 Book and resource management, Organisation and curation of the library content

2.1 Ensure that books and other items are easily accessible for pupils on the shelves.

2.2 Replace returned items to the correct place in the library.

2.3 Once catalogued monitor book use and dispose of those not suitable

2.4 Maintain a tidy appearance in the library and a safe environment.

2.5 Cover and label new and old books, affix security tags and repair damaged resources as required.

2.6 Prepare withdrawn stock for disposal as required.

2.7 Source suitable new material for the diverse school cohort

2.8 Recommending books to pupils and staff and running various fun events to encourage reading

2.9 Scaffolding in skills to support choice of books by children

3.0 IT

3.1 With training, develop and maintain a familiarity with software applications used in the Library, for administrative, promotional and display purposes.

3.2 With training, use the Library Management Software (LMS) to carry out duties and to assist users in searching and managing their own accounts using the LMS.

3.3 Develop and maintain expertise in the use of online resources, both subscription databases and the wider internet as effective information sources, so as to help users.

3.4 Be conversant with the operation of computers, printers and other equipment in this space.

4.0 General

4.1 Assist the Library monitors and other colleagues working in the library with the maintenance of discipline in accordance with school rules and library rules, within the overall ethos of the school and the specific ethos of the library as laid down by the Librarian.

4.2 Exert personal judgment in the interpretation of such rules so as to achieve a balance between consistency of approach and harmonious relationships.

4.3 Familiarise themselves and to comply with all safeguarding, health and safety and other relevant school policies.

4.4 Linking up with local public library - trips out - promoting public libraries and the Summer reading programme.

This list is not necessarily comprehensive, however, and the Librarian may be called upon to perform other reasonable tasks as directed by the Deputy Head, Head of Junior School or by anyone acting on their behalf.

Application procedure

The recruitment process will require all applicants to complete an application form, accompanied by a letter of application, current CV and details of two referees, who will be contacted prior to interview, in accordance with the School's Safer Recruitment procedures.

Applications should be sent **as soon as possible** and by **4 December** at the latest. Colfe's reserves the right to appoint to this post before the closing date if necessary.

The application should be submitted either by post to:

Mrs A Ross
Human Resources
Colfe's School
Horn Park Lane
London SE12 8AW

Or electronically to: recruitment@colfes.com

Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers, prohibition from teaching and the Disclosure & Barring Service.