



St Albans Girls' School

LIBRARIAN	
<p>Responsible for: <i>This job description will be reviewed annually and will form the basis of the Performance Management Review procedure. Any issues relating to the review of this job description should be brought to the notice of the Head Teacher by the post holder through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.</i></p> <p>Responsible to: Curriculum Leader of English</p>	
1. Main area of Responsibility	
<ol style="list-style-type: none"> 1. To be responsible for the smooth operation of the Library Resources Centre (LRC) on a day to day basis. 2. To promote and maintain the viability of the LRC and its resources to the whole school community. 3. To work as part of the Education Support Staff (ESS) to provide a professional, high quality service to key stakeholders 	
2. Duties and Tasks:	
<ol style="list-style-type: none"> a. Use the "ACCESS it" library management system for issuing, returning, renewing and reserving resources and administering fines b. Provide guidance, assistance and supervision to students using the LRC c. Supervise and manage parent helpers, ensuring safeguarding checks are satisfactory d. Select, acquire, organise and maintain library resources to cover the full school community e. Promote library services through displays and events including the whole school read f. Promote library services through website, social media and school communication updates g. Accelerated Reader Administration h. Provide support to colleagues within the department i. Carry out other administrative tasks such as archiving, cataloguing and updating, as required j. All other tasks as required by the Head Teacher 	
3. Organisation Chart:	
<ul style="list-style-type: none"> • Head Teacher – Deputy Head – Curriculum Leader of English - Librarian 	
4. Contacts:	
<ul style="list-style-type: none"> • Staff, students, parent helpers and external agencies 	
5 Additional Information:	
<ul style="list-style-type: none"> • It is essential that the Librarian is available to cover the LRC at breaktimes and lunchtimes 	

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.