



Ludgrove School Trust Ltd

Job Description – Librarian (Part-time)

Reporting to: Head of English
Responsible to: Deputy Head (Academic), Headmaster, Head of English
Responsible for: Managing, promoting and developing the library in accordance with the school's objectives and fostering a love of reading throughout the school.

Key Responsibilities:

- Encourage reading and the enjoyment of literature by having a love of books and keeping up to date with current trends both in school and generally.
- Work closely with the English department to facilitate one English lesson per class per week in the library.
- Supervise boys using the library. Help to maintain a quiet, welcoming and safe environment, conducive with learning and study.
- The selection, acquisition and management of resources and information in consultation with the teaching staff to support the curricular and recreational activities within the school.
- Managing the library budget.
- Process new resources and display them to encourage borrowing.
- Issue, return and shelve library's stock. Manage reservation requests.
- Assist boys to search the library catalogue and locate resources.
- Review stock and update the catalogue by weeding and stocktaking.
- Produce recommended reading lists for pupils and staff.
- Help to ensure the smooth running of the library computers and the printer. Report faults as necessary.
- Undergo CPD as necessary.

General

- To follow the school's code of conduct and behaviour as laid down in the Staff Handbook and the terms of the signed employment contract.
- Contribute to and adhere to school policies.
- Attend staff meetings.
- Participate in staff training days, curriculum meetings, open days, match teas, concerts, plays and parents' meetings.
- To promote the ethos of the school to pupils, parents and other acquaintances.
- To promote all aspects of good behaviour and community living within the school in line with the school ethos.
- To present a smart and professional approach to everything done with the school and in the school's name in any location.

These duties and responsibilities are intended as a guide only and are not an exhaustive list as all staff are expected to undertake any reasonable task or responsibility as required by the School.

Ludgrove is committed to building a truly inclusive school and cultivating a culture of equality, diversity and kindness. We believe that a diverse staff body reflects and supports the diversity of our students and wider society. We are an equal opportunity employer and in recruiting for our team, we welcome the unique contributions that you can bring.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All offers of employment are subject to satisfactory pre employment checks including an Enhanced DBS check.



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Person Specification - Librarian

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> - Good general education to at least GCSE level (or equivalent), including English. - Willingness to undertake training relevant to the role and independent school requirements. 	<ul style="list-style-type: none"> - Evidence of recent, relevant CPD related to libraries, literacy, or education.
Experience	<ul style="list-style-type: none"> - Experience working with children or young people within a structured, professional environment. - Experience supervising pupils and maintaining high standards of behaviour and conduct. - Experience managing resources or stock with accuracy and care. 	<ul style="list-style-type: none"> - Experience working in a school library or educational library setting. - Experience contributing to curriculum support, particularly English or literacy. - Experience assisting with or managing a budget.
Reading & Academic Enrichment	<ul style="list-style-type: none"> - Clear passion for books, reading, and literature. - Ability to promote reading for pleasure and academic enrichment. 	<ul style="list-style-type: none"> - Knowledge of current children's and young adult literature. - Experience producing reading lists, displays, or reading initiatives. - Experience supporting able, reluctant, or high-achieving readers.
Library & Information Skills	<ul style="list-style-type: none"> - Ability to assist pupils in using a library catalogue and locating resources. - Organised and methodical approach to stock management, shelving, and displays. - Understanding of the importance of libraries in supporting academic learning. 	<ul style="list-style-type: none"> - Experience using a library management system. - Knowledge of information literacy and research skills. - Experience of stocktaking, weeding, and catalogue maintenance.
ICT & Resources	<ul style="list-style-type: none"> - Competence in using computers and printers. - Ability to identify and report technical faults appropriately. 	
Communication	<ul style="list-style-type: none"> - Clear and professional communication with pupils, staff and the wider school community. - Ability to work collaboratively with teaching and support staff. - Ability to work independently and use initiative. 	<ul style="list-style-type: none"> - Experience working closely with academic departments. - Confidence contributing ideas to enhance teaching and learning.
Pastoral & Safeguarding Awareness	<ul style="list-style-type: none"> - Commitment to safeguarding and promoting the welfare of children. - Ability to supervise pupils calmly, fairly, and consistently. - Understanding of the library as a safe, inclusive pastoral space. 	<ul style="list-style-type: none"> - Prior safeguarding training or experience within a school setting.
Personal Qualities	<ul style="list-style-type: none"> - Professional, reliable, and discreet. - Calm, patient, and approachable manner. - High standards of organisation and attention to detail. 	<ul style="list-style-type: none"> - Creative, enthusiastic, and proactive approach to library development.

	- Commitment to equality, diversity, and inclusion.	
Wider School Life	- Willingness to support the wider life of the school, including events and meetings . - Commitment to upholding and promoting the ethos and values of an independent school.	- Previous involvement in co-curricular or enrichment activities.
Professional Conduct	- Willingness to adhere to school policies, Staff Handbook, and Code of Conduct. - Commitment to presenting a smart, professional appearance at all times.	- Experience working within a professional or inspected environment.