



# The Westminster School

## JOB DESCRIPTION

Job Title	School Librarian/LRC Administrator .
Band/Job Group	Band B
Hours/Weeks	32.5hrs per week To work throughout the pupils' lunch-time, as part of the weekly (NOT a duty) ½ hour lunch to be taken before/after the pupils have their lunch. Salary is pro-rata term time only + 5 INSET days. (Term time only plus 5 INSET days)
Responsible to	Pathway Leads

### Job Summary

- To manage the day to day running of the School's Library and Learning Resource Centre (LRC).

### Additional duties and responsibilities

#### Supervision of the Library

- To ensure that the library is accessible to pupils and staff during specified opening times.
- Assisting pupils and staff with research requests.
- To supervise pupils using electronic resources and to uphold the school's e-Safety policy to ensure pupils remain safe whilst online.
- To support the use of the LRC facilities during timetabled activities.

#### Administration of the Library

- Maintain the library catalogue using the Library Management System. Ensuring all new stock entered onto the system, backing up the data daily.
- Numbering, processing and repairing books.
- Shelving books and maintaining a tidy library.
- To liaise with the Finance Officer, Senior Leadership Team and Classroom practitioners to order books for the library.

#### Other Duties

- To maintain, coordinate and stock other library facilities around the school, including curriculum publications.
- To obtain, in conjunction with the finance officer, quotations LRC stock and resources.
- Provide direction and support to the P16 nominated librarians.
- Ensuring the library is welcoming, well signed and user friendly.
- To schedule and coordinate LRC open days, author visits and other literacy-rich events held within the LRC.
- To undertake such duties as may be required by the Head Teacher, in consultation with the post holder that lie within the latter's experience and/or expertise.
- To participate in the operation of the Council's Personal Performance Development Scheme.
- It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.