



PLYMOUTH HIGH SCHOOL FOR GIRLS JOB DESCRIPTION

Job Title: Library Supervisor (with Library duties)
Pay: Grade B
Contract: Maternity cover: 28.10.19 – 13.7.20
12.30-4.30pm Tuesday, Wednesday, Thursday
(times of day negotiable)
12 hours a week, term time only

Responsible to: Claire Eales-White Assistant Head, Tamsin Bullocke, Senior Leader

Important Functional Relationships

Internal: Head teacher, SLT, all staff, students & Governors

An enthusiastic, organised and flexible **Librarian** is required to provide an efficient and effective service overseeing the library for part of the day on three days a week during the maternity leave of our school librarian. This person should have good interpersonal skills as they deal with a wide variety of students and adults who use the library during and after school. It is important that the applicant is able to use their initiative and that they can work independently so that they are able to make a fundamental and positive contribution in supporting and developing the use of the library whilst engendering good working relationships with all interested parties. *A qualification in First Aid is an advantage but not essential.*

Duties and Responsibilities

1. Undertake the efficient loan and return of books using the Oliver library programme (*training can be provided*)
2. Oversee a calm, quiet working environment for those studying in the library and ensuring students in the library uphold the student Code of Conduct.
3. Ensure the library is tidy, the desks and chairs well-ordered and appropriately set out.
4. Report any issues with IT and premises to the Librarian.
5. Report any concerns or incidents in the library to a senior member of staff to follow up.
6. Support the school's safeguarding procedures and be mindful of the physical security of the school premises
7. Attend and complete onsite training as requested
8. Be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Race & Equality Policy, Code of Conduct, Safeguarding Policies, Health and Safety, Data Protection.
9. Maintain confidentiality of information acquired in the course of undertaking duties
10. Be responsible for your own continuing self-development, undertaking training as appropriate
11. Undertake other duties appropriate to the grading of the post as required or instructed, which may include organising library events or supporting events arranged by members of staff
12. This job description is not necessarily a comprehensive definition of the post. It will be regularly reviewed and is subject to modification or amendment at any time following consultation with the holder of the post

Duties will include:

- Assisting students studying in the library in finding books and being responsible for maintaining a calm, quiet and safe learning environment
- Using Oliver to process loans and returns or new acquisitions
- Support the library by replacing the returned books to the correct place on the shelves
- Regularly checking the books are in the correct order on the shelves, are tidy, and in good repair
- Organising chairs and tables into an appropriate layout for study or as required
- Liaising with the senior staff about useful jobs which could be done or, if there are particular jobs required or incidents and queries which need to be dealt with
- Refilling the photocopier with paper and reporting low levels of resources e.g. toner to Ms Harris
- Ensuring library is left in a neat and tidy state at the end of the day; lights off, blinds down, doors locked (unless cleaners require access)

- It is expected that the last 15 minutes of your time is used to close the library, reorganise and the tidy the room ready for the next day. Cleaners will Hoover, wipe and dust tables etc.
- Possibility of taking registers using SIMS (training will be given)

• **PERSON SPECIFICATION**

Job Title: Librarian

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant experience	Practical experience of using a library	Experience in using Oliver (although training would be provided if necessary) Relevant experience in loans and returns of books	Application form / interview
Education and Training	General communication skills	General literacy skills	Interview
Special Knowledge and Skills		Dewey system	Interview
Any Additional Factors	Professional, tactful and sensitive Discreet and confidential Confidence in dealing with students and adults Good communication skills with strategies to direct students in order to maintain the calm ethos of the library Ability to work on own initiative and within a team Organised, tidy and logical approach Must be flexible Enjoys working with people Enthusiastic, 'can do' demeanour	Interest in literature To have helped in the library before	Interview References

Training will be provided for candidates who do not know the Oliver programme or the Dewey cataloging system.