

	<p>self-esteem and developing social skills through participation in library based activities.</p> <ul style="list-style-type: none"> • Managing the issuing and returning of the library's stock • Shelving stock and keeping the library in good order • Withdrawing stock • Provide support for cataloguing of new material to the library collection. Processing new material so that it is ready for shelving • Managing the library management system and supporting its use by students • Running the overdue system • Help library users to find material to meet their needs • Assisting library users to become proficient in using on line resources • Encourage pupils and staff in using the library through supporting a range of library based activities
Reporting to:	Deputy Headteacher, Teaching and Learning or school leader with responsibility for the library
Responsible for:	
Liaising with:	Staff and students, parents, outside agencies, local authority.
Working Time:	35 hours a week – to include Saturday mornings
Salary/Grade:	APT & C Scale SO1
Disclosure level	Enhanced
Communications	
Proposed Other Specific Duties:	
<p>To undertake personal professional development as agreed with the Headteacher and attend nominated training courses for professional development when necessary.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Headteacher:

School Librarian :

Date issued: