



IRCHESTER COMMUNITY PRIMARY SCHOOL

SCHOOL LANE, IRCHESTER, NORTHANTS, NN29 7AZ

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LIBRARIAN JOB DESCRIPTION

Purpose: To promote and foster a love of reading with all members of the school community

- Create and maintain an attractive library encouraging use by all members of the school community
- Know the stock well and be able to advise children on a suitable choice of book depending on their reading ability and interests
- Keep the library in a tidy and well-ordered state, ensuring systems are in place, and adhered to, for borrowing and returning books
- Maintain and renew library wall displays and generally ensure that the library has an inviting environment
- Organise displays of books to promote particular authors, topics of interest etc. and link with national events such as World Book Day, Clip Carnegie and Kate Greenaway Medal.
- Keep the computerised library lending system (Microsoft Reading Cloud and Accelerated Reader) and stock list up to date
- Work with the school office in managing the library budget to order and purchase books
- Select, acquire, maintain and withdraw library stock, ensuring a balance between subjects and ability levels, working closely with the Literacy subject manager
- Supervise and train volunteers and pupil helpers
- Work with the wider community, especially parents and local library service

PERSON SPECIFICATION

The person appointed to this post will ideally have a qualification in librarianship **or** may have had experience working/volunteering in a library

- Enjoy working with children and be able to effectively manage groups, encouraging reading and enjoyment of literature
- Be a good storyteller and enjoy reading stories to groups of children
- Have a good eye for attractive displays to make the library a welcoming and inviting place
- Be confident in the use of basic IT skills
- Be an effective team member and at the same time be able to work to one's own initiative
- Have the highest integrity and always follow the school's safeguarding policy and procedures