

Haydock High School

Post: Librarian

SCP 11-13

Hours: 10 hours per week term time only: 12.30pm to 2.30pm

Responsible to: Head of English

Purpose of the Post:

To organise the general day-to-day running of the Library/Learning Resource Centre and to promote the Library/Learning Resource Centre as an effective centre for independent learning for all students to enhance teaching and learning.

Duties and Responsibilities

General Duties

1. To arrange regular exhibitions and displays in the library e.g. book fairs in conjunction with the Head of English. Additionally, engage with external providers e.g. Library Service.
2. To supervise and manage student library sessions as arranged with teaching staff.
3. To train students to use the LRC as an effective learning resource.
4. To actively promote and facilitate the LRC to students and staff.
5. To open the LRC to students and supervise them, e.g. Homework Club.
6. Ensure that the service provided by the library is of a high standard at all times.
7. Operate a booking system for the LRC and liaise with staff.
8. Supervision of students using 16 computers and printer.
9. To manage a budget to ensure resources purchased enhance teaching and learning whilst adhering to best value.
10. To prioritise own workload, work to pre-determined deadlines and to comply with relevant requirements.

Resources

11. To monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
12. To operate office equipment: fax machine, computer, scanner, shredder, printer and laminator.

Support for the School

13. Contribute to the school ethos, aims and development/improvement plan.
14. Appreciate and support the role of other professionals.
15. Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and other matters. Report all concerns to the appropriate person (as named in the policy concerned).
16. To participate in all aspects of training and development.
17. To follow all school and Local Authority policies.
18. To work with students in a courteous, positive, caring and responsible manner at all times.
19. To be polite, cooperative and positive when communicating to other staff and visitors.
20. To present oneself in a professional way that is consistent with the values and expectations to the school.

21. To support school activities, attending appropriate school events e.g. Open Evening.
22. Any other duties deemed reasonable, as directed by the Headteacher.

Wider Duties and Responsibilities

23. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines to all employees under the management/supervision of the postholder. To monitor the compliance with the policy, procedures and guidelines and keep appropriate records where required.
24. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area and amongst employees with the remit of the post.
25. To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.
26. To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.