

JOB DESCRIPTION: LIBRARIAN

PURPOSE:	To play a major role under the auspices of the Trustees and under the overall direction of the Principal.
RESPONSIBLE TO:	Principal
WORKING TIME:	Full time

Summary of Responsibilities

Job Purpose:

- To maintain an inviting, vibrant and dynamic learning centre in the SMMIS library.

MAIN DUTIES

- To develop and manage the accessibility to library resources including cataloguing, classification, filing system, etc.
- To maintain up to date catalogues and inventory of all resources.
- To promote a love of reading in all children at SMMIS.
- To manage the general administration of the Library.
- To order new books and magazines in a timely manner, to support the teaching and learning of all students.
- To play a leading role to support students in any learning research.
- To run an annual student Book Week.
- To run a regular student Book Club.
- To promote reading through an annual SMMIS Book Award.
- To promote story time within lessons and at lunch time.
- To lead library lessons within the curriculum.
- Create and maintain a learning environment that is dynamic, inviting, flexible and conducive to learning.

Other Specific Duties:

- Any other duties as required by the Principal.

Person Specification – Librarian

Person Specification

A. Qualifications and Experience

- Library catalogue diploma
- Experience of Follett library systems
- Bachelors Degree level in relevant subject (English)
- 5 years' experience in a school library, learning center or equivalent
- Teaching qualification is an advantage

B. Knowledge, Understanding, Skills and Abilities

- Love of reading
- Dynamic and passionate about books
- Strong organisation skills
- Inter-personal skills

C. Leadership/Personal Qualities

- A team player respected by others
- Ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure
- Ability to manage own workload appropriately, with the enthusiasm, stamina and passion to enthuse and motivate others with regard to all aspects of the education of the school.
- Open and constructive, accepting of feedback and always willing to learn
- Excellent interpersonal skills, a sense of humour and a willingness to make him/herself approachable to all members of the school and the wider community; a 'can do' positive approach
- The ability to prioritise, evaluate and manage financial and human resource