



Upton Hall School, FCJ

JOB DESCRIPTION

Librarian

Responsible to the Business Manager, the holder of this post will be responsible for the School Library. The hours of work are 8.00 am to 1.30 pm Monday and Wednesday 8.00 am – 2.00 pm Friday term time only.

Within the context of the School's Mission Statement and Aims and Objectives to include the following responsibilities:

1. To maintain stocks of library books.
2. To ensure the security of books and equipment, including computer hardware and software.
3. To ensure that the Library is kept clean and tidy and fit for its purpose.
4. To ensure that appropriate notices are displayed throughout and that Policy Documents relating to all aspects of the use of Library are available at all times.
5. To supervise pupils using the Library including pre and post school sessions.
6. To supervise the Library during lunch times.
7. To assist all pupils using the Library and its resources.
8. To liaise with Heads of Departments on the most effective use of the Library, for subject needs and for independent learning.
9. To assist teaching staff in the use of the Library as required.
10. To produce such reports as from time to time may be required by the Headmistress
11. To attend School functions and meetings as requested.
12. To publicise the Library both within the School community and in the wider community.

The Librarians are also expected to carry out any such duties and responsibility as delegated from time to time by the Headmistress and the Business Manager.