

Job title: Librarian
Reports to: Deputy Head Academic
Date reviewed: March 2026

Job Purpose

To develop an innovative school library that provides an efficient service to pupils and staff, whilst contributing to the cultural and intellectual life of the school.

Professional Duties and Responsibilities

Organisation and Management

- To develop and implement a library policy which reflects the educational aims and objectives of the whole school (ages 3-18).
- To select, acquire, organise and maintain library resources to cover the whole school community.
- To make full and effective use of the library's information and management system.
- To arrange effective retrieval by systematic indexing, classification and cataloguing of all library resources and disseminating information on those resources to staff, pupils and parents where appropriate.
- To complete an annual risk assessment and to highlight any health and safety issues for library users.
- To prepare and manage the library budget.
- To plan and oversee a programme for monitoring and evaluating library services and performance, including user surveys and statistics on stock and usage.
- To co-ordinate the work of any volunteers or assistants within the library.
- To create, implement and continually update a three-year development plan which includes measurable KPIs.

Education and Culture

- To promote the library and its resources both within the library and the whole school and externally, where relevant.
- To inspire a love of reading and literacy.
- To embody the aims and values of the school.
- To arrange pupils' participation in children's literary events and author visits.
- To provide guidance and assistance to pupils and staff on information retrieval and reading materials.
- To liaise with Heads of Department on curriculum delivery and library stock and the Head of Learning Support on pupils' needs.
- To assist with the behaviour management of students.
- To contribute to the school's programme of extra-curricular activities.
- To develop networks with other library professionals.
- To be committed to on-going professional development and engage actively in the school's professional development programme.
- Carry out any other duties considered reasonable by the Headmaster to assist in the smooth operation of the library.

Person Specification

	Essential	Desirable
Educational Qualifications		
GCSE (or equivalent) in Maths or English	✓	
A degree level qualification		✓
Experience		
Previous experience in a school or library setting		✓
Skills and Attributes		
Effective communication	✓	
Personal organisation	✓	
Attention to detail	✓	
An appetite for improvement	✓	
Sensitivity and desire to work with children	✓	
High standards and expectations	✓	
Ability to work in both a team and individually		✓
A 'self-starter' who shows initiative		✓
A desire to inspire pupils' love of learning and literature		✓