**Job description**

**Librarian**

**All Saints’ Catholic Voluntary Academy**

**Job purpose**

To be responsible for running the School Library.

**Responsibilities:**

* Maintaining a welcoming and organised library including producing displays and signs
* Supervising students who use the library at break and lunchtimes.
* Supervising 6th form students who use the library.
* Management of the ‘overdues’ for students and staff
* Order all stock, ensure this is catalogued and processed.
* Creating and updating the student library handbook
* Shelving and shelf tidying
* Devising and delivering a Year 7 Induction programme including delivery and administration of the Year 7 Bookbuzz scheme
* Issue and discharge of resources using the library computer system, the Oliver management system.
* Issuing reminders for overdue books and contacting parents using Insight or the system used in the Academy.
* Joint planning delivery of Book Week activities and running the Annual Book Fair in December
* Organising stock maintenance, including stock checks and the annual stock check.
* Clerical routines connected with the receipt of new resources and the receipt and return of books on load from the Education Library Service
* Giving initial guidance/advice to students and staff
* Giving IT support to students
* Be responsible for the financial allocation for the library.
* Liaising with Curriculum Leaders regarding stock and purchases
* Compiling resources and project loans
* Assist with the organisation and preparation of events/parents’ meetings for each year group including letters/tables/refreshments etc.
* Ensuring copier is working, paper available and regularly filled.
* Ensuring answerphone is checked and messages passed on

*This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.*

*The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.*