**JOB DESCRIPTION – LIBRARY MANAGER**

**SCHOOL: Clyst Vale Community College**

**JOB TITLE:** **Library Manager**

**GRADE:** **CVCC E (a)**

**HOURS:** **1365 hours per annum**

**(8:30am – 4:00pm x 5 days in term time plus 5 days at end of summer holidays)**

**Duties and responsibilities**

The Library Manager’s key function is the management, development and promotion of the library within the College to ensure that an effective resource and information service is provided to all students and staff.

**Specific responsibilities and duties include:**

* In conjunction with other members of staff, assist the Principal to draw up and implement a policy for the library which reflects the educational aims and objectives of the College. To monitor the effectiveness of the policy on a regular basis.
* Plan and oversee the organisation and management of the library including the financial management of the library resource budget and the preparation of financial estimates. The compilation of an annual report to the Governing Body on the library’s stock and developmental needs in relation to the library’s integral role in supporting the College curriculum.
* Contribute to curriculum development through attendance at appropriate meetings and informal liaison with individual teachers.
* Selection, acquisition, organisation, promotion and maintenance of book and non-book resources to cover the full age and ability range of the College community, and to ensure an equality of opportunity for all students and staff.
* Arrangement of materials for effective retrieval including the systematic indexing, classification and cataloguing of all library resources. The dissemination of information relating to those resources to staff and students as appropriate.
* To ensure a high standard of display and promotional material to enhance the standard of appearance of the library, in order to provide an attractive environment conducive to achieving optimum use both for purposeful study and leisure.
* Participation with the teaching staff in the planning and development of the College’s information skills and language programmes and active involvement in the delivery thereof.
* Guidance and assistance to:
  + Students on:
    - appropriate strategies for the selection of information sources to undertake assignments both from within the College and the wider community
    - the effective use of specific sources, eg reference material
    - the choice of literature and materials to meet curricular and leisure needs
    - the compilation of book lists and other promotional material where appropriate
  + Teachers on:
    - maintaining a high level of resource awareness relating to relevant course/subject areas
    - professional reading
* Liaison with external agencies to ensure that the maximum use is made of appropriate materials and information provided by key support services and outside organisations, eg Schools Library Service, etc.
* Responsibility for personal professional development making full use of advisory services and maintaining a high level of current awareness regarding children’s literature and developments in education and librarianship, including attendance at School Librarian Management meetings, book selection meetings and courses as appropriate.
* Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

You must be enthusiastic and enjoy working with young people. You should have a strong interest in children’s literature. You will have the versatility and flexibility to cope with varied tasks as priorities change. You must have good organisational ability with a methodical approach to work and attention to detail. You must be pleasant, approachable, tactful and patient and have a good sense of humour. You must be punctual and reliable. Good ICT skills are also required.

**Responsible to:-**

Deputy Principal (Line Management)

College Manager

**Person Specification**

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| **Description** | **Essential** | **Desirable** |
| Qualifications | * GCSE grade C or equivalent in Maths and English. | * Qualification in librarianship or willingness to pursue. |
| Experience |  | * Experience of working with and motivating young people to engage with reading. * Experience of working within an educational establishment. * A good knowledge of literature generally and young people’s literature specifically. * Budget management. |
| Personal Qualities | * Helpful and positive nature. * Understands the importance of confidentiality and discretion. * Ability to work on own initiative and manage own time well. * Can relate well to a wide range of stakeholders. |  |
| ICT Skills | * Highly competent in the use of ICT. | * Knowledge of Micro Librarian System. |
| Interpersonal Skills | * Extremely organised and able to deliver on time and to agreed quality standards. * Ability to work well as part of a team and motivate and line manage staff. * Flexible attitude towards work and can adapt quickly to new demands. | * Ability to lead and manage a Library/Learning Resource Centre. * Ability to manage and disseminate information in a range of different media. |

The successful candidate must pass the required health and enhanced DBS checks and appointment will be made subject to these clearances and to receipt of satisfactory written references as applicable.