



Job Description



Library Manager

The appointed person will be:

Working autonomously, operating the school library or learning resource centre and assisting in the development of the area.

Reporting to: Curriculum Leader of English

Liaising with: SLT, teachers, support staff, SEND, pastoral support, parents

Working hours: 24 hours per week, Monday – Wednesday 8:30am – 4:00pm, Thursday 8:30am – 11:30pm

Salary/Grade: Grade 5 Points 6 - 11 £23,893 - £25,979 paid pro rata per annum

Accountabilities/Responsibilities

1. Responsibility for running the school library/ learning resource centre
2. Responsibility for the management of technical and administrative systems
3. Responsibility for the development and promotion of the library/learning resource centre
4. Collecting and evaluating statistics and other Management information
5. Management of resources within an agreed budget including regular audit
6. Responsibility for providing and delivering an information service for pupils and staff including information retrieval and reading materials
7. Responsible for the planning and delivery of Library class inductions to Year 7 pupils
8. Work in partnership with fellow Library Manager
9. Contribute to the management of library technology including ICT, photocopiers, cataloguing and developing systems
10. Selection of library stock, relevant to the curriculum, and organising stock management work
11. Assisting in the preparation of school library business plans and the development, monitoring and achievement of performance targets
12. Work collaboratively with the English Department to facilitate and run a Reading Scheme for pupils
13. Supervise and support pupils, frequently in large groups, during breaktime, lunchtime and after school
14. Manage and upskill a team of pupil Librarians
15. Support the ICT Technician with the management of the school's computer booking system for staff
16. organise visits from external authors to promote reading for pleasure and to develop literacy across the school

Individuals in this role may also:

1. Maintain and develop network links with other schools and library services to ensure appropriate materials are obtained for use within the school
2. Support pupils after school completing home learning, coursework and research

May 2024



Person Specification

Requirements (based on the job description)

**Essential (E)
or
Desirable (D)**

**To be identified by:
(e.g. application form,
interview, reference etc.)**

Qualifications

- 5 GCSE A* - C (or equivalent) including English and Maths E

Application

Experience

- Experience of working with children D
- Experience of working with children in a relevant classroom/service environment D
- Experience of administrative work D
- Working within a library/learning resource centre D

Application/Interview

Application/Interview

Application/Interview

Application/Interview

Knowledge/skills/abilities

- Ability to relate well to children E
- Ability to work as part of a team E
- Good communication skills E
- Ability to supervise and assist pupils E
- Time management skills E
- Organisation skills E
- Confidence to work with young people and in groups of varying sizes E
- Excellent behaviour management skills, including managing challenging behaviour and conflict management E
- Administrative skills E
- Excellent interpersonal skills and a good sense of humour E
- Self-motivated and ability to work under own directive E
- Good knowledge and love of literature for young people E
- Awareness of school curriculum D
- Excellent knowledge of ICT systems E
- Flexible attitude to work E

Application/Interview

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Application/Interview

Other

- Commitment to undertake in-service development E
- Commitment to safeguarding and protecting the welfare of children and young people E
- Commitment to equality and diversity E
- Commitment to health and safety E

Interview

Interview

Interview

Interview



APPLICATION PROCESS

Posts that involve engaging in regulated activity relevant to children.

It is an offence to apply for a post if the applicant is barred from engaging in regulated activity relevant to children.

Applicants should submit an application form along with a formal supporting letter addressed to the Chair of Governors detailing why they would like to be considered for the role. The letter of application should be a maximum of 1 side of A4, Arial Font size 11, with normal margin settings. The letter of application should be:

- accurate and legible
- underpinned by an overall philosophy and understanding of Catholic education and how you will support the distinctive ethos of the school
- clear and concise clearly outlining how your experience has prepared you for the post.

Return application forms and supporting documentation to

vacancies@mountcarmelhigh.lancs.sch.uk

Note: We will always consider your references before confirming a job offer in writing. Standalone CV's will not be accepted.

Please read the Application Guidance Pack located on the school website for guidance on how to complete an application form.

The Job description, person specification and application form are available from our website: www.mountcarmelhigh.co.uk.

Mount Carmel is committed to safeguarding and promoting the welfare and safety of children and young people and expects all members of staff to share this commitment. Enhanced DBS check is required for this post.

Thank you for your interest in this position at Mount Carmel Roman Catholic High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure. As this post is exempt from the Rehabilitation of Offenders Act, if you are shortlisted for interview you must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as 'spent' under this Act. Further details will be sought prior to appointment. Please see the Recruitment Guidance pack on our website for further information. An Enhanced Disclosure is carried out by the Disclosure and Barring Service and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records. All information on criminal records provided both by you and within the Enhanced Disclosure will be used and stored.

Re-employment of Ex-Offenders.

Please see the Recruitment Guidance pack on our website for further information: www.mountcarmelhigh.co.uk



Child Protection Policy Statement

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Safeguarding & Child Protection Policy Please see the Recruitment Guidance pack on our website for further information: www.mountcarmelhigh.co.uk

Shortlisted Candidates

Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.