

Job Description Library Manager

Responsible to:	Director of Learning for English
Job purpose:	<p>To have responsibility for the resources, organisation and administration of the Library as a whole-Academy resource including the following;</p> <ul style="list-style-type: none"> • The effective day to day management of the Library and its resources to meet the requirements of the school • The development, with others, of a total resource service which is cost effective and meets the changing needs of the Academy • To work with staff and pupils to ensure the fullest utilisation of all the facilities of the Library including supporting the administration of reading schemes.
Arrangement:	27 hours per week, Term time only
Grade:	Grade D NJC SCP 6 - 8, 27 hours per week, Term Time only

Main Duties

- To perform the necessary functions associated with the day to day running of the Library and its resources, including issuing and return of books, shelving and repairing these, and dealing with enquiries from staff and pupils
- To develop and maintain, in conjunction with appropriate other staff, a record of books and other resources contained within the Library
- To supervise the Library throughout working hours and to ensure its availability to meet the agreed needs of staff and pupils
- Preparation of displays, particularly those which relate to the demands of the curriculum and which encourages pupil use of the Library
- To administer the provision of books and other resources from either stock or other sources to meet the agreed demands of the curriculum
- To administer the purchasing and borrowing from external libraries of agreed books and resources, advising staff as appropriate, and liaising with the School Library Service/County Library Service
- To deal with publishers' representatives, booksellers etc
- To liaise with Subject Leaders and Directors of Learning to ensure that the Library facilities are linked with curriculum issues
- To develop, in conjunction with the Network Manager, a computerised database of all books and resources within the Library
- To help evaluate and introduce new resources and learning methods and materials
- To help pupils to want to read and to find things out from all the material available
- Undertake any other duties of a related nature initiated by the Director of Learning for English

General

- The above principal accountabilities are not exhaustive and may vary without changing the characteristics of the job or level of responsibility.
- The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.
- The post holder must be flexible to ensure the operational needs of the Academy are met. This includes undertaking duties of a similar nature and responsibility as and when required, throughout the various places of work in the Academy.
- The post holder must develop an understanding of Academy policies and procedures, complying with their contents and raising concerns in a timely manner
- Actively participating in the Performance Management processes within the Academy
- Identify personal training needs and participate in training and performance development whenever required
- It is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself in accordance with Academy policy and the Health and Safety at Work Act
- All members of the Academy staff may be required to support the First Aid support programme and complete training as necessary.

In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Thornaby Academy and Falcon Trust are committed to Safeguarding and promoting the welfare of children and young people.

All appointments are subject to satisfactory checks prior to and throughout the duration of employment. All checks are mandatory and must be completed to the satisfaction of the Trust before a conditional offer of employment is confirmed.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description will be reviewed regularly and it may be subject to modification or amendment at any time. This job description does not form part of the contract of employment. It describes the responsibilities that the post holder is expected to perform.