

## **BRITANNIA PRIMARY AND NURSERY**

**POST: LIBRARIAN**

**GRADE: Grade 3 points 4-6**

**RESPONSIBLE TO: Principal and Literacy Co-ordinator**

### **LEVEL DESCRIPTION**

Some specialist knowledge and experience is required.

Will require some initiative and the ability to solve day-to-day problems.

Exchanges information, both orally and in writing, with staff, pupils and the Schools' Library Service.

More complex problems will be referred to the principal or line manager.

IT and keyboard skills required

### **INTRODUCTION**

The level description gives an overview of the level of competence required to carry out work at this level.

Each school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

The next section of this benchmark job description will give examples of the types of work that may be carried out at this level. This list is not exhaustive and is intended to give a flavour to help schools to assimilate jobs to the appropriate level.

*Britannia Primary School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

### **EXAMPLES OF DUTIES AT THIS LEVEL**

- Reading to and with the children
- Clerical routines connected with ordering and receipt of books and other resources
- Maintaining records of expenditure
- Using IT equipment and programmes as required

- Supervising library users and pupil helpers, where appropriate
- Advising on location and availability of resources
- Maintaining regular contact with appropriate teaching staff, in order to ensure that the library meets the needs of its users
- Creating displays

**Date of Issue**

**Signed**

**Principal**

**Signed**

**Postholder**

## PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
<b>Knowledge:</b>		
Technical or specialist	<ul style="list-style-type: none"> <li>• Knowledge of Junior Librarian programme</li> <li>• Basic knowledge of IT and use of the Internet</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Schools' Library Service</li> <li>• Previous experience of working in a Library</li> <li>• Knowledge of book classification and school cataloguing</li> <li>• Able to advise on Health &amp; Safety implications of library use</li> <li>• Knowledge of relevant computer software</li> </ul>
Literacy and numeracy	<ul style="list-style-type: none"> <li>• Ability to read and understand written instructions</li> <li>• Ability to maintain basic accounts</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) English and Maths</li> <li>• Knowledge of Boom reader and Accelerated reader is preferable</li> </ul>
Organisational	<ul style="list-style-type: none"> <li>• Support for school ethos</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of purpose and work of Schools Library Service</li> <li>• Knowledge of school policy and procedures</li> </ul>
<b>Mental Skills:</b>		
Research	<ul style="list-style-type: none"> <li>• Ability to research and prepare information for teachers on topic for project work</li> <li>• Ability to prepare statistical reports</li> </ul>	
Problem solving	<ul style="list-style-type: none"> <li>• Ability to resolve day-to-day problems</li> </ul>	
Thinking creatively / Developing new ideas	<ul style="list-style-type: none"> <li>• Ability to create appropriate displays</li> <li>• Assist in production of publicity materials</li> </ul>	
<b>Interpersonal &amp; Communications Skills:</b>		
Advising / guiding skills	<ul style="list-style-type: none"> <li>• Advice to pupils on library facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to negotiate with other users for library time use</li> </ul>
Librarian		

Verbal and written communications skills (including use of languages)

- Able to communicate a variety of information with a varied audience

- Ability to supervise pupils whilst they use the library

#### **Physical skills:**

Keyboard skills / use of mouse

- Keyboard and IT skills

- Able to travel to INSET and Library service meetings

Other manual skills

- Ability to handle books, often in quantities, and to be able to stretch and bend to select and shelve books as necessary

#### **Other attributes:**

Level of autonomy

- Post holders at this level will have a greater level of responsibility than those at Level A, although work remains governed by procedures and policies

- Line manager is available for advice and support most of the time

## **EVALUATION NOTES**

### **KNOWLEDGE**

Knowledge of Schools' Library Service  
Knowledge of cataloguing system in use

### **MENTAL SKILLS**

Ability to identify and resolve more complex problems, e.g. researching complex topic on behalf of a teacher  
Ability to identify and pass on more complex queries to another member of staff

### **INTERPERSONNEL AND COMMUNICATION SKILLS**

Ability to communicate effectively with pupils, school staff and colleagues in the Schools' Library Service

### **PHYSICAL SKILLS**

Ability to use keyboard and mouse, if required

### **INITIATIVE AND INDEPENDENCE**

Although the majority of the work is covered by procedure, the post holder will be expected to resolve unexpected problems and situations.  
More unusual and/or difficult problems will be referred to an appropriate member of staff

### **PHYSICAL DEMANDS**

Lifting boxes of books

### **MENTAL DEMANDS**

Concentration required when cataloguing, indexing and carrying out research  
Must be alert to the needs of pupils

### **EMOTIONAL DEMANDS**

Minimal exposure to emotional demands

### **RESPONSIBILITY FOR PEOPLE**

The post holder assists in providing a front-line service to library users. This will require an awareness of own customer care skills

### **RESPONSIBILITY FOR SUPERVISION (EMPLOYEES)**

None

### **RESPONSIBILITY FOR FINANCIAL RESOURCES**

Accept and record overdue payments  
Check deliveries

### **RESPONSIBILITY FOR PHYSICAL RESOURCES**

Share responsibility for library resources and records

### **WORKING CONDITIONS**

Works in the library