

LIBRARIAN

The Librarian will be responsible for keeping the Library vibrant and maintaining up-to-date learning resource for the children and to promote a culture of reading for pleasure within the school. The Librarian will also provide support to teachers by recommending resources to complement work going on in the classroom and resourcing for appropriate books.

KEY RESPONSIBILITIES

- Maintaining and regularly updating the library stock, ensuring that the selection of books, both fiction and non-fiction, cover the full age and ability range within the school.
- Managing the library budget, liaising with members of staff as necessary.
- Creating reading resource packs from the library stock for use of teachers within their classrooms as appropriate.
- Working in conjunction with the Teachers to provide a range of suitable and enjoyable library books for their pupils.
- Undertaking efficient administration of the library including maintaining an accurate computerised catalogue.
- Promoting the development of reading and literacy skills for information and recreation, and taking a lead in creating a whole-school environment, which encourages reading for pleasure.
- Ensure that the library is in an orderly and attractive state, creating and changing displays to attract and maintain the children's interests in the library's activities.
- Using all appropriate initiatives to keep the library a major and exciting resource in the minds of children and staff.
- Generate reading lists of age appropriate recommended books for each year group and keep them updated
- Manage a study environment for both curriculum-based and independent learning. This involves the management and integration of physical resources (day-to-day management of fiction and non-fiction books, guided reading boxes, learning support reading material, story
- To compile termly reports on the Library's stock and developmental needs in relation to the Library's integral role in supporting the school curriculum
- Participate in wider school life. This includes attending assemblies and staff meetings, preparing requested documentation and/or resources
- If required, undertake to help within the broader context of the School, carrying out such other reasonable duties to support its smooth and efficient organisation as may be requested from time to time
- Act as a backup in the absence of the administrative assistant

Management of Library

- Responsible to buy reading books
- Assist students for photocopies and printing of work
- Responsible for the binding and laminating of Staff and student materials
- Supervise entrance exams (new comers)
- Supervise the study group (senior high school)
- Issue reading books to students (rental)
- Remind them of delays
- Issue text books to students
- Remind them of delays and process fine as per the process

Safeguarding Commitment

Northfields International School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. You must be aware of and comply with school policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The successful candidate should possess the job specification as outlined below:

EDUCATION

- A-Levels
- Diploma in librarianship and information science

EXPERIENCE

- A proven ability to interact with all levels within an organisation
- Knowledge of children's literature
- Knowledge of classification systems
- Knowledge of cataloguing procedures
- Confident use of information and communication technology (ICT)

SKILLS

- Ability to form and maintain appropriate relationships and personal boundaries with children
- Commitment to the protection and safeguarding and wellbeing of children and young people
- Accuracy and good organisation skills
- Ability to be adaptable, prioritise and solve problems
- Strong interpersonal skills
- Excellent verbal and written communication skills

Please send full CV and cover letter to careers@northfieldsinternational.school by 20th December 2019.