

Purpose of Job

- To provide support to members of the school community including students and teachers;
- To encourage the use of the library and inspire enthusiasm for reading, especially among younger pupils;
- To manage, organise, evaluate and disseminate information;
- To order resources such as loans, special collections or ICT addresses;
- To facilitate and support learning by teaching information retrieval skills to students and staff;
- May also undertake project work for the library as a whole;
- To work with electronic resources and manage databases or web pages as necessary.

The librarian would be line-managed by the School Bursar, in conjunction with the Academic Administrator.

Typical work activities

- Managing and developing collections of books, journals and websites;
- Managing buildings, furniture and equipment;
- Managing budgets and, in some cases, purchasing resources;
- Contributing to academic course development and liaising with academic departments;
- Managing books for reading lists and allocating length of loans;
- Creating, updating and managing information resources - both electronic and printed; selecting, acquiring and cataloguing information using library and information software;
- Assisting researchers with literature searches using databases, printed resources and the internet;
- Delivering information and learning skills courses for students and staff;
- Dealing with user enquiries which may involve one-on-one advice sessions;
- Keeping up to date with relevant debates in the library sector;
- Participation in professional groups or networks;
- Supervise use of the library.