

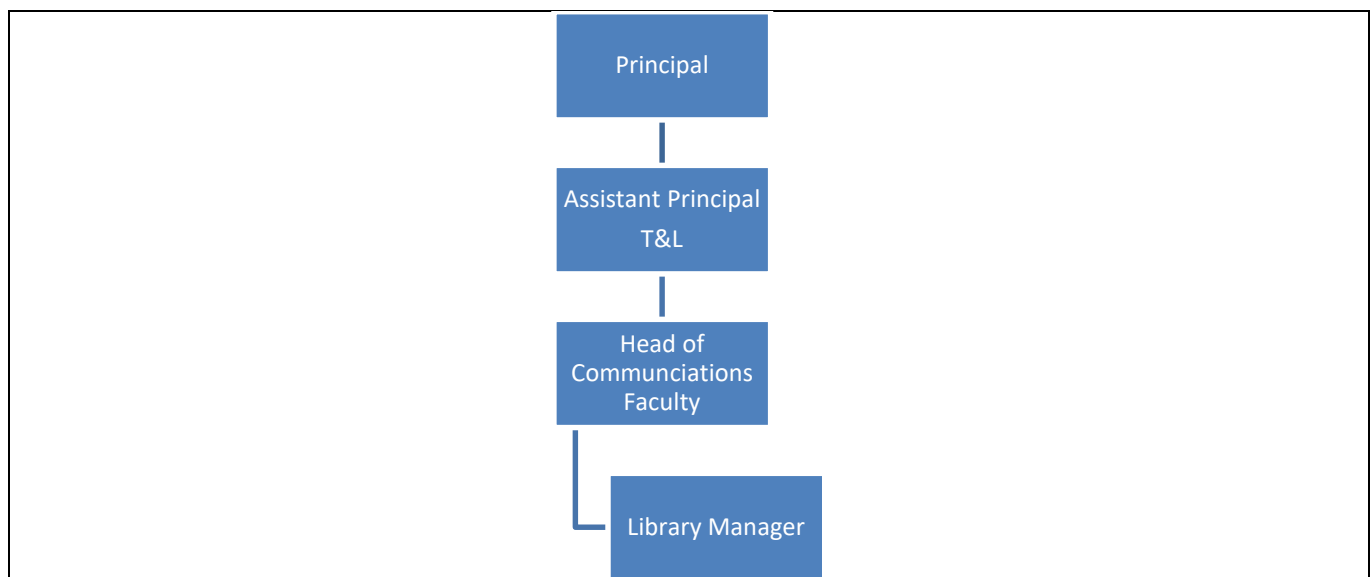


General Data Protection Regulations 2018 - This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development. Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

SECTION A

Role profile ref:	01560
Department / section:	Education - Schools
Role title:	Librarian - Schools
Reports to:	Head of Communications Faculty
Role purpose:	To assist staff and students in accessing and using library facilities in order to support learning activities.

SECTION B – ORGANISATION



SECTION C - ROLE REQUIREMENTS

ACCOUNTABILITIES	ACCOUNTABILITY STATEMENTS	% OF TIME
<p>Customer Service</p>	<p>To help and encourage students to use the library to increase the use of the resources</p> <p>To deal with information enquiries from students and staff or refer as appropriate to ensure customer satisfaction</p> <p>To liaise with teaching staff in the selection of resources</p> <p>To provide introductory library sessions for students</p> <p>To collect and update current affairs information including newspaper articles about the college</p> <p>To promote the use of the library through displays, booklists, etc</p> <p>To encourage reading and the enjoyment of literature</p> <p>To assist students and staff in use of the full range of equipment</p> <p>To supervise students whilst using the library in line with the college's Health & Safety policy</p> <p>Organise and train student librarians</p> <p>To issue and discharge items accurately and promptly to ensure a high quality service</p> <p>To keep the principal, parents and governors informed about the needs and development of the library and information service in college</p> <p>To shelve and tidy library items accurately and efficiently to ensure students and staff can find items easily</p> <p>Support before and after college activities including Breakfast Club and Study Support</p> <p>Develop the library into a hub of the college by promoting the space for social activities such as clubs and groups</p>	<p>70%</p>

Resources	<p>To do stock work, assessing condition to ensure attractive stock</p> <p>Liaise with the School Library Service (SLS) over exchange of resources (subscribing schools only)</p> <p>Organise and process new and existing resources to maintain the quality and currency of the library resources</p> <p>To manage learning resources including computers and IT devices</p> <p>To select and catalogue new stock</p>	15%
Admin	<p>Carry out daily routine procedures to ensure the smooth running of the library</p> <p>Support the delivery of 'Book Buzz' in the autumn term</p> <p>To liaise with SLS for information, advice and support</p> <p>To use the library computer system effectively and support the use of ICT in the library</p> <p>To issue overdue notices and fines as appropriate</p>	10%
Finance	Take delegated responsibility for the library budget	
Corporate and statutory initiatives – equalities/health and safety/egovernment/sustainability	Be aware of, and comply with, departmental procedures and policies	5%

SECTION D – The key decision making areas in the role

Running the college library on a day to day basis

General and information enquiries (decide how to respond correctly to students/staff need based on agreed basic service procedures)

Stock selection

Spending the library budget with advice from teaching staff

Identify stock for repair/withdrawal (decide)

SECTION E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)

Size of school – 800-900 on roll (secondary)

SECTION F - The main contacts – external/internal customer contacts and purpose

Library users (daily-issuing/discharging items and helping students and staff/answering queries)

Other teaching staff (general information)

School Library Service (liaison over resources)

Book suppliers / book shops

Public library

SECTION G - Working conditions – environment, and physical effort or strain

Manual handling books, boxes, fixtures and fittings

Standing for long periods

Repetitive processes

SECTION H - Context/additional information

Supervision of behaviour of students and responsible for their health and safety whilst using the library

Frequent interruptions

Lone working

Daily use of computers

SECTION I - Entry: Necessary role-related knowledge, skills and experience at selection

Literate and numerate

4 GCSEs or equivalent

Empathy with young people

Good interpersonal skills

Ability to communicate clearly and positively in writing and orally

Ability to work under pressure

Willingness to acquire ICT skills

Ability to cope with physical element of the job

SECTION J – Initial induction/training required to become effective in the role**Estimated time to become operationally effective – 6 months induction**

Awareness of college procedures and practices

Sound knowledge of library issue system (manual or computer)

Knowledge of shelving layouts and classification schemes in use

Awareness of Health and Safety responsibilities

Sound knowledge of ICT (library computer management system, Internet etc)

SECTION K – Operationally effective: How would effectiveness in role be demonstrated?

Answers enquiries satisfactorily and without need to refer
Carries out issue and discharge of items quickly and accurately
Demonstrates a good manner with students and staff
Shelves items / tidies shelves efficiently and accurately
Processes requests quickly and accurately
Shows working knowledge of the in-house computer/manual systems
Works neatly and efficiently at repairs
Transfers and packs/unpacks stock promptly
Processes new material effectively
Demonstrates consistent ability and empathy to deal with students
Able to show students and staff how to use ICT equipment
Able to order and purchase books/reading resources

SECTION L - Adding value: What characteristics will the advanced role holder demonstrate?

Suggests, gains agreement, and implements practical improvements to the operation of the library
Shows a developed judgement for when, and how, to use initiative
Provide basic information skills sessions with students
Willingness to attend training courses provided by School Library Service and others