



# FOREST SCHOOL

## **Librarian Job description**

Forest School is a high performing independent diamond-structure school for approximately 1350 pupils aged 4-18, situated on the edge of Epping Forest in North East London. Forest School's Library Department form part of our Information and Technology services, and is based in the newly built Martin Centre for Innovation.

The department includes both a traditional and well stocked library, and an extensive range of electronic resources. The centre includes a large reading room for collaborative work, as well as smaller “project room” workspaces. It has a staff of three librarians and a library assistant who support the day to day running of the centres, working a variety of hours to cover opening hours of 7:20 am-6 pm. The centre is a facility mainly for secondary school students.

We are seeking to appoint a creative, confident and enthusiastic qualified librarian with high IT and people skills to join our team who will carry out a range of duties including student supervision, information skills training, service point, stock and enquiry work as required. You will be responsible for the organisation, dissemination and innovative exploitation of resources appropriate to the learning needs of the full age and ability range of students. You will be involved with organising and running a range of events, activities, and school clubs, with both external and in-house providers.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Supervise pupils and positively manage behaviour, in accordance with the library guidelines and in line with the library service level statement and disciplinary procedure.
- Take responsibility, as part of the library team, for curation of web-based learning resources, in liaison with other appropriate staff.
- Create an inviting and purposeful environment where Y7-Y13 pupils can work, learn or participate in any school-related initiative, individually or collaboratively.
- Provide learning, information management support, guidance and induction for pupils and staff; assisting with work assignments, projects and creative use of information media.
- Provide basic technical support for printing and photocopying to pupils and staff and in the use of common ICTs and applications.
- Work closely with the E-learning team on projects and events, and in daily operations.
- Organise and promote activities and events that stimulate innovation, inform and inspire pupils, staff and the Forest School community through a range of media and technologies, in liaison with relevant co-curricular staff, teaching staff, and external bodies.
- Liaise closely with appropriate teaching staff to develop resource collections for particular collections, when required.
- Carry out appropriate library duties, both clerical and professional, as part of the libraries team.

- Use the LMS to issue and discharge books and equipment, and to maintain and add records.
- Organise maintenance of collections as required.
- Curate and disseminate information relevant to the forest school community.
- Create and maintain a database of expertise.
- Other reasonable duties as required by the Head Librarian.

**REPORTING TO:** Head Librarian

**PERSON SPECIFICATION:**

- Librarianship qualification, either first degree or postgraduate.
- MCILIP, or willing to undertake registration (will be supported)
- Experience working with young people and in a school is advantageous
- Previous library work experience preferred
- Confident, outgoing person and a good team player
- Good IT skills

**GENERAL REQUIREMENTS – ALL STAFF**

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School’s Safeguarding and Child Protection Policy at all times
- Display correct staff identification at all times whilst on site
- Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population
- Adhere at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors

**HOURS OF WORK**

- **Term time:** The library is open between 7.20 am -6 pm daily during term time. The role holder will be required to work eight hours with 30 minutes for lunch.
- **School holidays:** The post holder will be required to work for two weeks (10 working days) during school holidays. Any deviations from these hours requires permission from the Bursar.
- **Required attendance:** As part of the contracted hours, the post holder may be required to attend School events including Open Day, INSET training days, as well as some evening events. Please note that time in lieu and additional payment will not be offered for these days.