

BROMSGROVE SCHOOL

Senior School Librarian

Closing date for all applications is 24th February 2025.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the DBS.

Line Manager:	Head Librarian to Deputy Head Academic
Hours of Work:	During term time only: Monday 9.00am.- 2.30pm., Tuesday and Thursday 3.00pm.- 9.00pm. After working 5 hours you will be required to take an unpaid break of 30 minutes.
Salary:	Rate 1: £11.73 per hour (Mon-Sat), Rate 2: £16.17 per hour (after 6.00pm. Mon-Sat)
Holidays:	Entitled to school holiday periods with a paid pro-rata entitlement of 6.4 weeks.

MAIN DUTIES

To assist in maintaining library stock within the allocated budget:

- Weed and replace copies where necessary.

Process & catalogue new books:

- Add all necessary Library stationary.
- Catalogue using Dewey Decimal classification system
- Check AR status and label accordingly.

Noticeboards:

- Maintain noticeboards to promote themed displays, support national events.

Topic Packs for teaching staff:

- Supply topic packs for staff on a termly or half -termly basis.

Interact with staff/pupils:

- Support resources for staff.

This job description is not necessarily a comprehensive definition of the role and the job holder may be directed to undertake other duties which may be reasonably given from time to time by their Line Manager. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment at any time after consultation with the post holder.

PERSON SPECIFICATION

	Essential	Desirable
Experience/Qualifications		
NVQ 2 Librarianship		*
Library Experience	*	
IT Literate	*	
Skills, Knowledge, Abilities		
Good communication skills	*	
Good timekeeping	*	
Team player	*	
Personal		
Personable	*	
Self-motivated	*	
Interested in personal development	*	

How to apply

Please complete the online application form.
Closing date is 24th February 2025

The successful candidate will be subject to DBS checking and receipt of references before an offer can be made.