

BROMSGROVE SCHOOL

Librarian (part time)

We are looking to recruit a Librarian based at our Senior School supporting the daily operation of the Library

Line Manager:	Head Librarian to Deputy Head Academic.
Qualifications:	NVQ2 Librarianship plus relevant School Library experience would be preferable.
Hours of Work:	During term time only Monday 9.00 a.m.-2.30 p.m., Tuesday and Thursday 2.00 p.m.-9.00 p.m., and Saturday 9.00 a.m.-1.30 p.m., After working 5 hours you will be required to take an unpaid break of 30 minutes.
Rate of Pay:	Rate 1 £ 11.44 per hour (Mon-Sat), Rate 2 £ 15.78 per hour (after 6 p.m. Mon-Sat)
Holidays:	Entitled to school holiday periods with a paid entitlement of 5.6 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.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Experience/Qualifications		
NVQ 2 Librarianship		*
Library Experience	*	
IT Literate	*	
Skills, Knowledge and Abilities		
Good communication skills	*	
Good Timekeeping	*	
Team Player	*	
Personal		
Motivated	*	
Friendly	*	
Interested in personal development	*	

HOW TO APPLY

Please complete using the online Application Form.

The closing date for applications is June 14th.

References will be taken up before the appointment is confirmed.

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.