



JOB DESCRIPTION

School Librarian

Reports to	Deputy Head Academic
Location	Orley Farm School
Working Hours	9:30am – 2:30pm -Term time only.
Salary	Dependent on experience and qualifications

Background

Orley Farm School is a leading co-educational independent preparatory school set in 36 acres on beautiful grounds. We are a friendly, stable and caring community, proud of our academic achievements and dedicated to bringing out the full potential of each of our 500 pupils.

Benefits of working at Orley Farm School include:

- An extremely committed, loyal and happy staff and highly motivated pupils
- A beautiful working environment set in a 36 acre site in Harrow on the Hill
- A highly competitive salary scale
- A comprehensive CPD Programme
- The opportunity to select and attend relevant training courses
- On-site parking
- Excellent transport links (we are in close proximity to both the Piccadilly and Metropolitan lines and very close to the A40)
- Free breakfast, lunch and refreshments
- An outdoor swimming pool which staff are encouraged to use throughout the summer months

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Role

The School Librarian manages and operates a major learning environment used by the whole School community. The Librarian is responsible for the acquisition and organisation of resources appropriate to the learning needs of the full age and ability range within the School.

Duties and Responsibilities

The job description is subject to change. The post holder is expected to undertake such other duties within their capabilities and those which the Line Manager may require.

The Librarian shall fulfil the following:

- Provide an appropriate range of mixed resources for both the curricular and leisure needs of the various age groups.
- Maintain and weed the library stock;

- Research, select and order new stock;
- Catalogue, classify and keyword new library resources;
- Cover and repair stock;
- Maintain stock on a day-to-day basis including loans, reminders, reservations and shelving;
- Work in a positive way to minimise late returns and losses;
- Keep software up to date with the assistance of the IT Department;
- Promote and encourage use of the library and its resources to both staff and pupils;
- Assist individual pupils to select appropriate books;
- Teach library and information retrieval skills to staff and pupils;
- Communicate enthusiasm for books and encourage reading for pleasure;
- Train and supervise library helpers;
- Work with SLT in preparing the financial estimates and managing the library budget;
- Liaise with teaching staff to provide and update curricular resources;
- Create and maintain displays and guidance posters and notices;
- Organise World Book Day, special events and arrange for authors to visit the School;
- Liaise with Pre-Prep and Middle School and Upper School staff and provide professional help and expertise as needed;
- Carry out any additional reasonable requirement of the Head or Deputy Head Academic.
- Attend and support Sectional events, within school and out of school hours.
- Attend in service training and professional development courses when appropriate.
- Carry out any other duties that may be commensurate with the post.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead in line with School Policy.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application.

Person Specification

The Librarian should have/be:

- previous experience of working in a Library.
- the ability to work as part of a team and relate cheerfully to both students and teachers.
- the ability to relate well to children and adults.
- excellent IT skills, including use of MS Excel, MS Word, Firefly and Office 365.
- creative, friendly, patient, calm, caring and adaptable.
- excellent verbal and written communication.
- willingness to undertake training when required.
- understand relevant policies/codes of practice and awareness of relevant legislation in relation to working with and the protection of children and young people.
- willing to engage in ongoing professional development.
- systematic and organised in approach.
- sympathetic to the aims and ethos of our school
- patient and resourceful

How to apply

Please send your completed application form to:

Purvi Patel, HR Administrator
Orley Farm School
South Hill Avenue
Harrow,
HA1 3NU

Or alternatively, email to: hr@orleyfarm.harrow.sch.uk