

Librarian (Resource Centre Co-ordinator)

Job Description November 2025

Main duties:

- Develop and promote the role of the library and information services to support the curriculum and students' needs.
- Manage the school library and library resources throughout the school, including strategic planning and implementation of the Library Development Plan.
- Provide reports and statistics on library performance.
- Develop and manage a system of self-evaluation for the library.
- Liaise with Curriculum Leaders and teaching staff on the planning and delivery of the curriculum.
- Manage the library and information services budget including funds allocated for purchase of library material, equipment and furniture.
- Select, acquire, maintain and withdraw library stock, keeping accurate records of all transactions.
- Supervision and training of all library cover staff and student librarians.
- Promote reading and the use of the library as an essential part of the curriculum.
- Develop and support information literacy across the curriculum in consultation with teaching staff.
- Assist staff and students with enquiries.
- Organise and carry out cataloguing, classifying and processing of the library resources using the web-based library management system.
- Assist with and support the provision of careers, Sixth Form and Higher Education resources in the library and Sixth Form common room.
- Contribution to EPQ for KS5 students.
- Make full use of the library service, including the advisory service, in-house training and loan of materials.
- Ensure a link between the school and other organisations for the loan of project collections, special requests and other educational resources.
- Make the library attractive and accessible to all students and staff including the provision of displays, guidance and publicity materials.
- Attend relevant meetings with external organisations for professional development and networking opportunities.
- Promote and support book clubs in school including participation in local and national book awards.
- Responsibility for the implementation and monitoring of the school's health and safety policy in relation to the library and resources.
- Upholding standards of behaviour in the library in accordance with the school's behaviour policy.
- Loan of books and other media.
- Management of overdue loans.

Other duties and responsibilities:

- To participate in professional and personal development programmes as required, including training and performance review.
- To contribute to the overall ethos / work / aims of the school.

- To be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To support the school's equality and diversity policy.
- Participate in the daily duty rota on either break or lunchtime cover.
- Any other duties commensurate with the grade as directed by your line manager.
- To form part of the first aid team in school (**optional additional responsibility**).

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history and an online search will be conducted. This includes only information publicly available online. We promote diversity and want a workforce which reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU settlement scheme or having secured any other relevant work visa. Lawnswood School is not registered with the UK Government to offer visa sponsorship. For further details, please contact the school on 0113 284 4020.