

Job Description

Academic Library and Resources Officer

Reporting to Academic Library and Resources Manager

All members of staff must work within the framework provided by the school's policies and procedures to fulfil the general aims and objectives of Radnor House. All staff are expected to undertake such other duties as the Head may reasonably request and to carry out the roles outlined in their respective job descriptions to the highest level.

Key Responsibilities:

Provide a welcoming and supportive learning environment both in the Library and Learning Resource Centre.

Actively encourage a love of reading with pupils with full involvement in the literacy initiatives within the Library and supporting the teaching staff in Library lessons.

Promote and instruct pupils in the effective use of online resources to support their studies.

To carry out the necessary administrative duties ensuring the smooth running of the Library and LRC.

To support the English Faculty in enabling them to deliver the curriculum and provide an enriched learning environment.

Key Tasks:

- To continually maintain, organise, manage and up-date the library management system.
- Issue, return and shelve student and staff loans.
- Guide and assist library users and promote reader development, support the use of Accelerated Reader online system with pupils.
- To maintain an attractive and well-ordered Library and Learning Resource Centre.
- Catalogue non-fiction, reference and text books with Dewey Decimal System.
- Ensure the organisation and promotion of On-line resources for pupils and staff.
- Instruct pupils in use of excellent research skills, the presentation of content and sensible use of IT.
- To maintain standards of discipline in line with Radnor House policies.
- Participate with the teaching staff in the School's teaching and learning initiatives.
- To support student requirements, assist teachers and contributing to the learning environment.
- Encourage students and staff to use the Library through supporting a wide range of library-based activities.
- To run and support pupils in Homework Club.
- To attend required meetings with colleagues and parents relative to duties outlined in this job description and in line with our published schedule.
- To submit the budget to ensure all necessary resources our budgeted and ordered to enable an effective Library service.

Pastoral Responsibilities:

- To take a full part in the pastoral arrangements of Radnor House.

Other considerations:

- To contribute to the co-curricular life of Radnor House
- To assist in the organisation of learning events and co-curricular activities
- To undertake such other duties as the Head or his Senior Deputy may reasonably request
- To continue the roles outlined in this job description to the highest level

The above statement of Responsibilities is agreed to be an accurate job description.

This Job Description should be read in conjunction with the Staff Handbook, a current copy of which is available to all staff on the school's management systems.

Agreed by:

Agreed by Jobholder:

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Huma Ali
Director of Operations
Radnor House
Dated:

Employee name
Library and Resources Officer
Radnor House
Dated:

Radnor House is an Equal Opportunities employer, committed to safeguarding and promoting the welfare of children. Screening, including an Enhanced DBS Check, is routinely carried out on successful applicants. Our Safer Recruitment Policy can be downloaded from the "Directory of Policies" page of our website.

