

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Learning Resources Librarian (Part-time) 12 hours per week	Grade: Scale 6
Section: School Support and Traded Services	Directorate: Children’s Services
Responsible to following manager: Senior Resources Librarian	Responsible for: N/A
Post Number: RWC6114	Last review date:

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

- The role will be part of a team assisting the Senior Learning Resources Librarian with the day to day functions of the Learning Resources Service (LRS)
- Responsible for shelving and circulation routines related to resources.
- Monitor systems to aid the smooth and timely delivery of resources to schools
- Assist in ensuring the resources provided by the LRS support schools improvement

Specific Duties and Responsibilities

- Manage induction and training of new staff. To supervise casuals and temporary staff, work experience students and volunteers, as required by the Senior Learning Resources Librarian
- Ensure the hard assets of the LRS are maintained and accounted for
- Manage all aspects of LRS in the absence of Senior Learning Resources Librarian to ensure continuity of service

Main Duties and Responsibilities

1. Manage resources

- Ensuring that the resources provided to schools are fit for purpose
- Supports the Senior Learning Resources Librarian in stock re-organisations, re-distribution of excess resources to schools, and maintenance of damaged stock
- Responsible for the processing of artefacts ensuring their correct storage
- Monitor equipment loans including checking it is in good working order on return.
- Responsible for photographing artefacts and cataloguing with photos
- Manage and be responsible for systems to inform teachers of missing items ensuring completed are returned to circulation promptly
- Assist in the upkeep of booking system to support events such as Book Bonanza

2. Manage records

- Manage the Library database ensuring records are kept up to date and is fit for purpose
- Compile requests for resources to meet national and local priorities as required
- Catalogue new resources using the library database including effective keywording
- Responsible for revising, editing and distributing Guided Reading Catalogue.
- Ensure filing systems are maintained and regularly updated, including for the Topic Request Service
- Manage systems for overdue notices including the deletion of redundant stock
- Monitor and manage the system for deleted resources
- Undertake stocktaking ensuring all catalogued items are accounted for and report on stock discrepancy alongside Senior Learning Resources Librarian and other LRS staff

3. Support Service development

- To select stock which supports the schools in the delivering of the National Curriculum as required.
- Ensure Best Value when purchasing stock

4. Support the day to day delivery of the Learning Resource Service

- Deal with visitors and telephone enquirers in a helpful and courteous manner and maintain high levels of customer care at all times.
- Assist library users to locate appropriate resources and undertakes enquiry work where required
- Ensuring that resources are catalogued and accounted for, maintained in good condition and order, lent efficiently, and collected and delivered as required
- Regularly inform service users of LRS opening hours and updates to the service. Responsible for maintaining an up to date distribution list
- Supervise the work of casual staff as required including training on the use of the library database
- Process, check and maintain library resources including ownership stamping, labelling, cataloguing, etc. and ensuring that the library is organised appropriately
- Monitor condition of damaged books, artefacts and dressing up clothes and repair/withdraw from circulation as necessary.
- Ensure that dressing up clothes/costumes are laundered and kept clean for loan
- Responsible for sorting and returning Wandsworth public library books and schools own books received at LRS

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe,

supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements		Assessed by A & I/ T/ C (see below for explanation)
Knowledge		
Knowledge of the business of a School Library Service and its objectives		A/I
Knowledge of the Primary National Curriculum for each of the Key Stages		A/I
Experience		
Experience of working in a public, school or learning resource library		A/I
Experience of maintaining records, stocking taking and stock management.		A/I
Skills		
Organisational skills to prioritise work and achieve deadlines and adapt to differing and competing timescales.		A/I

Proven ability to develop and maintain positive working relationships with officers at all levels within the organisation and with external agencies.	A/I
Proven ability to work as part of a team with a flexible approach to work.	I
Proven ability to use the following IT systems: Microsoft Word, Outlook and Library Management software.	A/T
Customer care skills to deal with service users in a professional and courteous way in writing, person and on the telephone.	A/T
Qualifications	
Relevant qualification(s) would be highly advantageous, although not essential. Proven experience of work in libraries or working with collections of written material is required.	A/C
Equal Opportunities	
Understanding the importance of equality & diversity, health & safety and the implications for service delivery.	I
Ability to demonstrate an understanding of the Council's equal opportunities policy in respect of service delivery, and an awareness of the needs of differing cultural groups and other minority groups.	I

A – Application form / CV

I – Interview

T – Test

C - Certificate