

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Learning Resources Librarian (18 hours per week (Job Share))	<b>Grade:</b> Scale 6
<b>Section:</b> School Support and Traded Services	<b>Directorate:</b> Children's Services
<b>Responsible to following manager:</b> Senior Resources Librarian	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b> E6114	<b>Last review date:</b>

#### Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth 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.

Richmond & Wandsworth Better Service Partnership 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
- Support 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

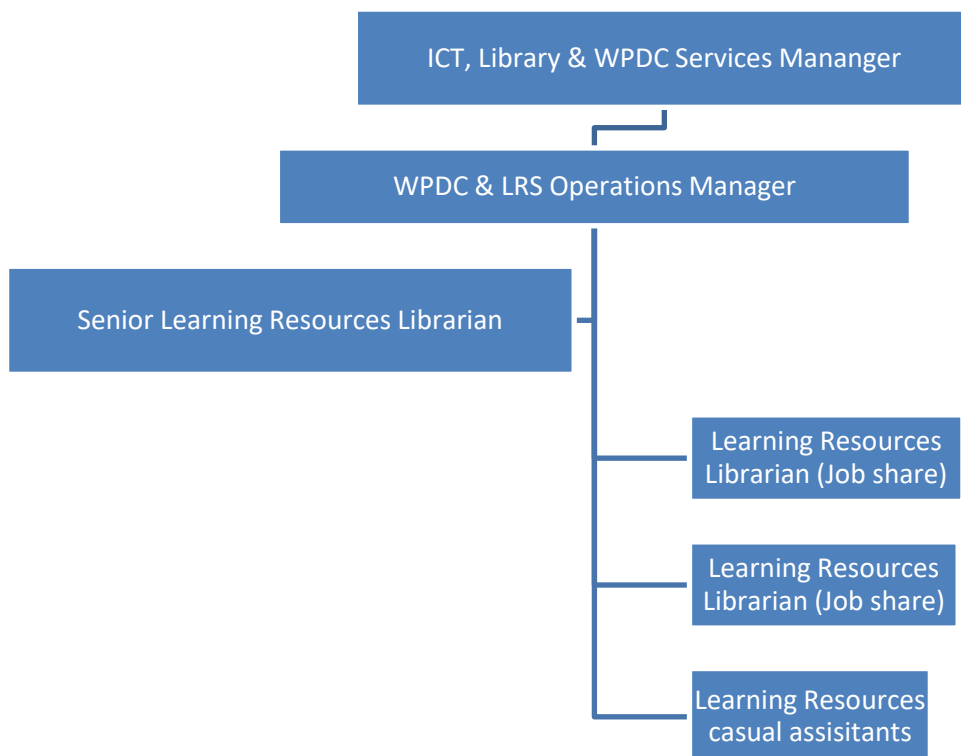
### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- 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 Richmond and Wandsworth 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 roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

### Additional Information

### Team structure



## Person Specification

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### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge of the business of a School Library Service and its objectives		Yes	A/I
Knowledge of the Primary National Curriculum for each of the Key Stages	Yes		A/I
Experience	Essential	Desirable	Assessed
Experience of working in a public, school or learning resource library		Yes	A/I
Experience of maintaining records, stocking taking and stock management.	Yes		A/I

Proven experience of work in libraries or working with collections of written material is required.		Yes	A/I
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Organisational skills to prioritise work and achieve deadlines and adapt to differing and competing timescales.	Yes		A/I
Proven ability to develop and maintain positive working relationships with officers at all levels within the organisation and with external agencies.	Yes		A/I
Proven ability to work as part of a team with a flexible approach to work.	Yes		I
Proven ability to use the following IT systems: Microsoft Word, Outlook and Library Management software.	Yes		A/T
Customer care skills to deal with service users in a professional and courteous way in writing, person and on the telephone.	Yes		A/T
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Relevant qualification(s) would be highly advantageous, although not essential.		Yes	A/C

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**