



Mayfield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

POST TITLE: Librarian

GRADE Level 2

RESPONSIBLE TO: English Co-ordinator

HOURS: 14 hours per week: 12.00 to 1.30pm Monday to Friday plus 3.15pm to 4.30pm two days a week

PURPOSE OF THE JOB:

To maintain books and resources within the library and supervise children accessing them at lunchtime and after school.

MAIN OBJECTIVES

- Responsible for the appearance and tidiness of library
- Process new stock
- Supervision of children in the library during lunchtimes and after school sessions
- Read stories to children
- Encourage pupils to use the library effectively with due consideration to other users
- Deal with enquiries from children and staff
- Maintain library shelves
- Assist with cataloguing of library books
- Lead the Peer Mediation scheme at lunchtimes
- Other duties relevant to the post