

Librarian

School:	Repton School, Dubai	Posted:	1st March 2020
Location:	Dubai, United Arab Emirates	Expires:	10th April 2020 11:59 PM
Contract Term:	Permanent	Start Date:	23rd August 2020
Salary:	TBC	Job ID:	1094746
Hours:	Term Time	Job Reference:	RD/LIB/MS



Repton School, Dubai

We are seeking to appoint an inspirational and forward-thinking **Head Librarian** to lead the senior school library at Repton School Dubai.

The position requires a passion for literature and learning as well as a calm and personable manner as it will involve working with children from year 7-13. The head librarian manages all library resources which includes both physical and digital media as well as the loaning of iPads and laptops. The head librarian plays a full role in promoting reading across the school and they will need to engage with even reluctant readers. In addition to the day to day management of the library the head librarian will line manage one other librarian and have budgetary responsibility for all resources.

KEY ACTIVITIES/RESPONSIBILITIES

To undertake a range of tasks essential to the running of an academic library, including:

- performing all service point routines related to the circulation of book issues, returns and reservations
- maintaining records of over dues, lost books and fines
- unpacking and processing of new stock acquired by the library and the maintaining of new and existing stock in good order
- updating and editing of bibliographic and catalogue data on the school library management system
- recording the receipt and displaying of journals/periodicals
- assessing and managing the circulation of sensitive/restricted materials
- shelving and shelf tidying
- handling requests for materials/assisting students and academic staff in the location of print and non-print resources
- creating and updating user/borrower records on the library management system
- assisting in the training of students and academic staff in the use of the online catalogue and database
- assisting in the scheduling and distribution of equipment
- assisting in maintaining the appearance and ambience of the library
- monitoring student use of the library and library equipment as set out in the library policy document
- ensuring the safety at all times of students and academic staff whilst in the library
- maintaining equipment records and assisting with inventory/stocktaking,
- assisting in the preparation of display boards/bulletins and scheduled library events
- planning and leading weekly library sessions for each class to encourage a love of reading, enquiry, library skills, and higher order questioning
- Assisting with author visits, book days, and other events to promote the use of the Library and a reading culture
- Liaising and co-planning with Head of English to ensure library supports school development plan

KEY RESULT AREAS

- Diligent and responsible performance of assigned task
- Keeping accurate records of all library books and equipment
- Oversee and ensure high standards of service delivery
- Quality library sessions for children each week

Knowledge, Skills and Experience

- The ideal candidate should have a degree in Library Science or Information
- At least 2 years experience in Library Management as a Librarian
- Should have excellent interpersonal skills and ability to interact in a firm but friendly way with children, adults, all levels of authority, as well as varied nationalities
- Is able to inspire a love of reading and libraries for children

Safeguarding Statement:

The Repton Family of Schools is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to detailed and enhanced pre-employment clearance, including identity checks, criminal background checks for all countries

lived in, qualification checks, employment checks to include an exploration of any gaps in employment, and satisfactory reference checks for all employment in the last 5 years.