



## **Librarian**

<b>Period:</b>	Permanent, Term Time
<b>From:</b>	As soon as possible
<b>Salary:</b>	Point 17 - £30,060 (£16.0137 per hour) to Point 20 - £31,586 (£16.8266 per hour) pro rata
<b>Reporting to:</b>	The Principal

**Hours - 32.5 per week, Monday to Friday, 9.00 am to 4.00 pm**

The Board of Governors of Shimna Integrated College invites applications from suitably qualified and/or experienced candidates who can demonstrate both in their application form and at interview the knowledge, skills, enthusiasm and personal qualities required for the post as detailed in the Job Description below, as well as a commitment to the College's integrated ethos.

With the opening of our new school on 24 February 2025, this is a new post. The purpose of the role is to manage our new Library, promoting literacy across the College.

### **Main responsibilities include:**

- Cataloguing, shelving and developing the Library's stock of resources
- Establishing and managing an electronic system for issue, discharge, renewal and request procedures for resources
- Supervising students using the Library, including break and lunchtime
- Collaborating with Subject Leaders, the SENCo and the Literacy Coordinator to ensure the Library's resources meet the needs of students
- Liaising with the EA's Education Library Service and the BASE Librarians Group to keep abreast of latest developments and opportunities
- Training and managing the Student Library Team
- Organising relevant activities to promote literacy and a love of reading across the College

### **Other duties/responsibilities:**

- Adhering to the College's policies and procedures
- Establishing a supportive relationship with students
- Assisting with relevant extra-curricular activities
- Attending relevant in-service and external training

*Job descriptions are not exhaustive and, to meet the needs of the College, may be subject to amendment by the Principal, in consultation with the post-holder.*

## **Criteria**

### **a) Essential**

- University degree or equivalent relevant qualification
- Previous experience of working in a library and/or working in an educational setting
- Experience of supporting students with literacy
- Proficient in the use of IT systems and databases
- Excellent interpersonal skills
- An understanding of and commitment to integrated education

### **b) Desirable**

- Degree/qualification specific to library services or research
- Experience of working with children and young people
- Evidence of interest in children's literature
- Willingness to contribute to the extra-curricular life of the College

### **a) Personal qualities**

- Ability to work independently and as a member of a team
- Strong organisational and record-keeping skills
- Ability to manage time effectively
- Willingness and confidence to take the initiative, inspiring a love of reading

## **To Apply:**

Please download an application pack from our website [www.shimnaintegratedcollege.org](http://www.shimnaintegratedcollege.org) and return to Karen Maguire, Bursar, at [kmaguire432@c2ken.net](mailto:kmaguire432@c2ken.net)

Closing Date: **Thursday 20 March 2025 @ 4.00 p.m.**

Applicants should note the selection panel reserves the right to enhance the desirable criteria if necessary to ensure a manageable short-list.

Shortlisted candidates will be contacted by email or telephone. Interviews are expected to take place the following week.

The College is an Equal Opportunities Employer.