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|  | Liston College**Librarian****Job Description 2019** |

# Mission Statement of Liston College

In partnership with its community, Liston College will create and maintain a school environment centred on Catholic values. It will, equitably, encourage students in its care to strive to use their abilities to the fullest, as members of society and of the Catholic community.

As the Librarian, you are an important member of the Liston College Community. You will, along with all Liston College staff, collectively ensure that the school operates successfully and effectively and maintains a positive public image.

As the Librarian you are responsible for the resource management of the library and developing a centre that supports the curriculum at the College.

# Responsible to: The Principal

### Hours of Work: 32.5 hours per week

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| **Key Tasks** | **Performance Indicators** |
| **1. Special Character** | * Support the Special Character of the college as outlined in the Mission Statement.
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|  **2.Resource Management**  **of the Library**  | • Purchase new stock• Catalogue resources• Issue resources to staff and students• Ensure resources including are maintained.• Monitor overdue resources• Ascertain the needs of library users• Order resource material for the library• Cull old stock |
|  **3. Liaising and Reporting** |  • Publicise to teachers and students the available  resources on a regular basis• Liaise with budget teachers and HOD’s regarding  curriculum needs• Maintain regular contact with the Head of English Department on literacy matters |
|  **4. Systems Management** | * Maintain Magazine stock

• Maintain an inventory of assets/capital items  and resources in the library |
|  **5. Property Management** | * Maintain the library in a tidy and well ordered state

• Monitor and maintain the computers, photocopier and  associated hardware in the library• Maintain an interesting and stimulating  environment • Maintain security |
|  6. Professional Development | • Maintain a professional relationship with  literary organisations • Attend relevant professional development  programmes and activities• Explore up-to-date methods of library management• Participate constructively in Performance  Management• Provide professional guidance to HOD’s  regarding departmental resources.• Assist staff in orientating students in library  knowledge and procedures at the start of the  year  |
| 7. Financial Management  | • Prepare an annual budget for the library• Monitor the budget |
| 8. Other  | * Issue photocopier codes to all new staff.
* Keep a Staff Directory of codes.
* Process bulk paper orders for the photocopier room.
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