



# Laxton Junior School

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OUNDLE

## **Librarian**

### Job Description

#### **The Role of the Librarian**

To promote literacy and a love of reading to all in the School community by being enthusiastic about children's books and organizing and maintaining the library as a fundamental element in the school's strategic development.

#### **Relationships**

The post holder is responsible to the Headmaster in all matters and works in partnership with the Headmaster. The post holder will interact on a professional level with colleagues and seek to establish and maintain productive relationships in order to promote the School.

#### **Key Tasks and Responsibilities**

- To promote high standards of regard for books and the library.
- To be responsible for the maintenance of the book stock in the school library.
- To ensure the library is used by all classes regularly and that all classes understand the protocols that lie behind library use.
- To suggest stock development to the teacher in charge of the library and the literacy subject leader and help in selecting books.
- To ensure the smooth operation of computerized tracking of book use.
- To liaise with class teachers about books and book-related activities that will bring the library alive for children.
- To develop, in consultation with the teacher in charge of the library and the literacy subject leader, after-school sessions for children and parents to support books, reading and literacy development.
- To work in classes to promote books and reading and link these to use of the library.
- To work with the teacher in charge of the library and the literacy subject leader to track book choice by different groups of children
- To participate in any school procedure regarding performance management or appraisal/review.
- To participate in meetings at the school as necessary.
- To act in accordance with the school policy on health and safety issues.
- To carry out any other reasonable duties as directed by the Headmaster.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behavior and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviors, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

## Review

Every job description in the organisation will be subject to a review either:

- on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in statutory regulations and or statutory guidance, or
- as a result of a change in strategic direction, or
- as a result of a team/operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within six months of appointment

It is the shared responsibility of the job-holder and their manager to ensure that job descriptions are kept up to date

## Librarian- Person Specification

Area	Essential Candidates must have:	Desirable Candidates might have:	Method of Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of general education.</li> </ul>		Application
<b>Specialist Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people.</li> <li>• A high standard of personal literacy.</li> <li>• Enthusiasm for books and reading.</li> <li>• ICT literate.</li> <li>• Ability to monitor use of the library using simple, creative techniques.</li> <li>• Ability to think creatively and find solutions to practical problems.</li> <li>• Ability to work with others and both use and implement their ideas.</li> <li>• Determination to succeed and resilience when the going gets tough.</li> <li>• Ability to maintain confidentiality.</li> <li>• Good communication skills.</li> <li>• Ability to engage constructively with, and relate to, a wide range of young people and their families.</li> <li>• Ability to work effectively with staff within the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Good knowledge of children’s literature</li> <li>• A willingness to participate in in-service training and professional development</li> </ul>	Application & Interview

Area	Essential Candidates must be:	Desirable Candidates might be:	Method of Assessment
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to communicate a love of books and reading.</li> <li>• Willingness to work with the teacher in charge of the library and the literacy subject leader to devise innovative approaches to promoting books and reading.</li> <li>• Ability to work hard with competing deadlines, prioritizing appropriately, and maintaining good humor.</li> <li>• To be interested in children as individuals, in how they learn and be committed to the needs of all.</li> <li>• To believe in the importance of teamwork and a collaborative approach, and be able to build supportive working relationships with colleagues.</li> <li>• Ability to work independently.</li> <li>• Energetic and enthusiastic with a naturally positive outlook.</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to be involved in supporting new activities at the school.</li> </ul>	Application & Interview

## Information for applicants

Start date	3 <sup>rd</sup> September 2026.
Hours of work	31 hours per week, across 4 days (some flexibility in hours is required).
Working Weeks	This role is to work Term time only, which is 33 weeks per annum (paid for 37.47 weeks, to include entitlement to holiday pay).
Contract term	Permanent, subject to a 6-month probationary period.
Remuneration	You will be paid £14,763 per annum (£26,438 FTE), plus entitlement to 4.47 weeks holiday (pro rata for part-time employees). You will be paid each month through the year.
Annual leave	24 days' paid holiday in each complete holiday year, plus seven public holidays. This is pro-rata for part-time staff. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day). Holiday is not to be taken during Oundle School Term time.
Other	We also offer: <ul style="list-style-type: none"> <li>• Excellent working conditions</li> <li>• Group Personal Pension Plan</li> <li>• Life Assurance scheme</li> <li>• BUPA Wellbeing Expenses Plan</li> <li>• Access to some discounted tickets to the Stahl Theatre and Music Productions</li> <li>• Access to the swimming pool, health centre and sports facilities</li> <li>• Cycle to Work scheme</li> <li>• Free light lunch available for staff during School term times</li> <li>• Free car parking</li> </ul> <i>Some of the above are non-contractual</i>

**How to Apply:** Candidates should complete our online application form and the Supplement to the application form, found at [www.oundleschool.org.uk/vacancies](http://www.oundleschool.org.uk/vacancies), and submit to [opportunities@oundleschool.org.uk](mailto:opportunities@oundleschool.org.uk). For more information, please contact the Recruitment team:

**Email:** [recruitment@oundleschool.org.uk](mailto:recruitment@oundleschool.org.uk)

**Telephone:** 01832 277 193

**The closing date for applications is Monday 8<sup>th</sup> June 2026, 9am**

**Interviews will take place on Thursday 11<sup>th</sup> June 2026.**

Candidates should familiarise themselves with the School's recruitment and associated policies on the School website.