

**LIBRARY MANAGER  
Job Description**

Position Title	<b>LIBRARY MANAGER</b>
Reports to	Deputy Principal with allocated responsibility
Working Relationships	<p>Internal:       Principal Administration Support Staff Deputy Principals Staff Students Volunteers</p> <p>External:       Parents, caregivers and whānau External agencies Suppliers</p>

**Employment Status** Part-time: 21 hours per week, term-time only

**Position Purpose**

The role of Library Manager is to manage the school library and literacy resources.

This position is at level 3 on the Position Elements table of the Support Staff in Schools Collective Agreement 2022 – 2024.

Waterloo School has a vision of “Empowering active learners”. We encourage our students to be responsible, respectful and resilient. In the same way, we expect our staff to live these values on a daily basis and provide positive role-models to our children.

For more information, please visit [www.waterloo.school.nz](http://www.waterloo.school.nz)

Key Responsibilities	Appraisal Indicators
Library Management – manage the library	The library is a well-used and integral part of the learning experience at Waterloo School
Resources – literacy resources are managed	Teachers and students have access to the resources they need to enrich the learning experience.
Information Literacy - inquiry learning is supported	Students and teachers are supported to access reading material aligned to school wide inquiry learning.
Reading Engagement - foster a love of reading	Students are supported to read for pleasure based on interests and passions.

## Tasks and Duties

### Library Management

- Promote the library services and resources to all staff and students.
- Collaborate with teaching and literacy staff to ensure that the library is seen and used as a reading and research resource.
- Maintain a tidy and user-ready library space that is welcoming and a positive learning facility.
- Manage the circulation desk and circulation of resources.
- Manage the library budget.
- Liaise with external agencies, including SLANZA, LIANZA, the National Library of New Zealand and other relevant external agencies.
- Undertake an annual library stocktake.
- Prepare an annual report for the Principal and the BOT sharing achievements and looking ahead to the new year.

### Resources

- Manage the school literacy resources (central resource room)
- Ensure the library is available for class bookings every day and as required by teaching staff.

### Information Literacy

- Support inquiry learning by responding appropriately to the information needs of students and teachers with guidance and resources.
- Ensure that students have easy access to print and eResources.
- Find and curate relevant online content to support inquiry learning.

### Reading Engagement

- Promote and foster the enjoyment of reading for pleasure through day-to-day interactions with staff and students.
- Develop and contribute to the school wide reading culture through reading programmes, initiatives and events.
- Ensure the collection provides a wide range of quality reading material, catering for diverse needs and interests.

## General Responsibilities

- Comply with all board policies and relevant legislation.
- Manage own health and safety.
- Regularly review work processes for areas of improvement.
- Establish and maintain active and constructive relationships with others.
- Collaborate and contribute to the achievement of team objectives.
- Proactively engage in professional development opportunities and performance appraisal.

## Person Specification

### Essential skills:

- strong communication skills
- strong organisational skills
- strong relationship management skills
- New Zealand Diploma in Library and Information Studies (Level 5) or equivalent experience

### Essential attributes:

- displays diplomacy and integrity
- takes initiative
- works well in a team and individually
- remains calm under pressure.

### Declaration:

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***Library Manager***

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***Date***

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***Principal***

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***Date***