



August 2026

1. JOB IDENTITY

Post: School Librarian

Service:

Education & Children's
Services

Section: Libraries

Grade:

Practitioner J

Reports to: Cluster Business
Manager

2. JOB PURPOSE

To meet lifelong learning and cultural needs of the school through the provision of library services.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Manage and deliver services in line with national and local strategic priorities
- Work within recognised self-evaluation frameworks to prepare school improvement plans and individual action plans to support the Cultural Strategy in school
- Work to maximise the effective use and promotion of services to increase participation and visitor numbers in the school
- Contribute to the multi-disciplinary work of the school and undertake a partnership role with other agencies
- Procure and manage resources
- Manage and promote the library service within the school through advocacy and marketing
- Support volunteers within the school
- Manage and account for allocated budget and prepare bids for additional funding, as required.
- Regularly audit and report on service delivery through analysis of performance information and customer feedback
- Develop and deliver learning programmes and other identified programmes to an agreed standard
- Input into the development of the school strategy development in relation to library services

4. QUALIFICATIONS AND TRAINING

Essential:

- Degree or equivalent Information and Library experience and skills

Desirable:

- Post Graduate qualification in Information and Library Studies
- Evidence of commitment to Continuing Professional Development

5. EXPERIENCE

Essential:

- Significant experience of working in a library services environment.
- Experience of automated systems and how these can be used to streamline working processes
- Experience in contributing to the development and delivery of customer-focussed services
- Experience of working as part of a team
- Experience of working within a school environment

Desirable:

- Experience of working within a local authority or trust setting
- Experience of managing a school library
- Experience of working with young people
- Experience of managing a budget and preparing bids
- Experience in developing and delivering on agreed initiatives
- Experience of developing and delivering learning programmes with experience in the digital field

6. KNOWLEDGE AND SKILLS

Essential:

- Excellent interpersonal skills with the ability to communicate with a wide range of partners and customer groups
- Excellent customer service
- Excellent organisational skills and ability to prioritise workload
- Ability to work independently but with equal commitment to team working
- Ability to work with partner agencies to deliver learning and cultural programmes in the school
- An understanding of setting outcomes and measuring impact
- The ability to manage challenging behaviour situations, promoting a flexible and positive approach
- An awareness of the curriculum and how libraries can support outcomes and experiences

- Desirable:**
- Knowledge of reading levels and reader development strategies
 - An awareness of the cultural and educational impact of libraries in schools
 - An awareness of the Live Life Aberdeenshire Business Plan

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Not applicable for this post
Politically Restricted	Not applicable for this post