

ADVERT ID 231086

School Librarian

Mount Anville Secondary School

Mount Anville Road Goatstown Dublin 14 Dublin
<https://mountanville.ie/>

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Tue Mar 25 2025 15:29:03
Application Closing Date: Fri Apr 18 2025
Commencement Date: Mon Aug 18 2025
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Voluntary Secondary School

POST DETAILS

Additional Information:

Overview

Mount Anville Secondary School is a Catholic, voluntary fee-paying school for girls. The school is very supportive of its beautiful spacious library which is managed by a full time librarian. Our busy library is used by students and staff and is a bright, welcoming space to study and read. Please click here for more information about the library.

Library Opening Hours

Monday – Thursday: 8.00am – 4 pm
 Friday: 8.30am -2:00pm

The school is seeking to employ a Librarian to jointly manage the school library service. This is a privately paid Job-Share position which will operate on a split week basis (two days/three days).

Aims of the Library

1. To support the curriculum and the individual student's work
2. To promote reading for pleasure and information
3. To ensure that students participate in an Information Literacy programme. This will enable them to become independent learners
4. To support staff in their teaching and learning

Summary of Job Description

Having regard to the aims of the library, the librarian's responsibilities are to:

- Perform the full range of a librarian's responsibilities including budget management, collection development, cataloguing and classification, circulation management, reference desk and systems librarian. All functions are supported by the Heritage LMS.
- Maintain the library bookings system to cater for reading and research classes
- Design and deliver a range of Research Skills classes for students
- Liaise with management, teaching staff, students and the school community to promote the library and to ensure that the library service is meeting their needs
- Contribute to the Literacy strategy for the school
- Promote the school library and manage all outreach activities (Visiting Speakers programme, Library Social Media, Library Website, Book Clubs, Writing competitions and Literacy Week.)
- Manage the development planning for the library
- Train staff and students on the use of library apps (e.g. BorrowBox, Libby)

- Manage the Student Library Volunteer Programme

This job description indicates only the main duties and responsibilities of the position. It is not intended as an exhaustive list. The Board of Management reserves the right to amend this job description having regard to the needs of the school.

Person Specification

The ideal candidate shall have:

- Qualifications: a degree (level 8 or higher on the National Framework of Qualifications) in the area of Library and Information Studies or equivalent
- Experience A minimum of two years experience in a librarian role is desirable
- Skills: Excellent ICT skills including the use of MS Office applications and Library Management Systems.

-Personal Requirements:

- Excellent communication skills, both written and verbal
- Ability to work effectively with students, staff, visiting speakers and the school leadership team
- Ability to work independently
- Enjoys working with students in the 12 – 18 year age group
- Enjoys reading children's/young adult literature
- Highly organised.

-Child Protection: This post is subject to acceptable references and clearance from the Garda Vetting Bureau as part of the school's legal requirement and commitment to providing a safe environment for our students.

If you are interested in this role and would like more information about the position, please contact the Librarian at (01) 2885313 or libadmin@mountanville.ie

Closing Date: 18 April 2025

Contract Type: Fixed term during term time from 18 August 2025 – 5 June 2026.

To Apply: please send your CV including the names and contact details of 2 referees to teachersrecruitment@mountanville.ie

APPLICATION REQUIREMENTS

- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 60140F
Apply To: Mount Anville Road
Goatstown
Dublin 14
Dublin
County: Dublin
Postal District: Dublin 14
Enquiries To: teachersrecruitment@mountanville.ie
Website: <https://mountanville.ie/>