

Web librarian / documentaliste

School:	Lycée International de Londres Winston Churchill	Posted:	24th February 2020
Location:	London	Expires:	4th April 2020 12:00 AM
Contract Term:	Permanent	Start Date:	1st September 2020
Contract Length:	39 weeks	Job ID:	1093626
Salary:	£22,000 for 39 weeks	Job Reference:	offer-prfhc
Hours:	Part Time		



Lycée International de Londres
Winston Churchill

Web librarian / Documentaliste

Part Time (Term Time Only: 39 weeks/annum)

Start: 1 September 2020 (pré-rentree 25 août 2020)

Overview

The successful, bilingual candidate will be responsible for the development, management, and promotion of the school weblibrary by providing excellent information services to support all students and staff. The WebLibrarian plays a key role in providing individualised customer service, encouraging reading for pleasure, facilitating independent learning and research and supporting teaching and learning requirements throughout the school.

Key Responsibilities

- Manage the day to day activities of the School WebLibrary;
- Developing projects involving the whole community (including Primary and secondary students);
- Providing teachers and students with up-to-date resources for documentation and reading propositions;
- Keep up with the Student WebLibrarian volunteering (Primary and Secondary) programme;
- Hold workshops with students on documentary research and academic honesty; as well as on digital citizenship, learning styles, internet safety, personal development, career plan construction (secondary students);
- Processing new materials (cataloguing and book equipment);
- Issuing and returning books;
- Creation, organisation, planning and execution of events including literary events;
- Growing the profile of our students, the weblibrary, and the school;
- Drafting of library and materials for the website;
- Responsible for organisation of WebLibrary resources;

Benefit scheme

We take great care of our most valuable asset - our team:

- Professional development opportunities
- Free freshly cooked meal on term days, equivalent to £1,500/annum non-taxable

- Free hot beverages and fruit
- Discount at local businesses including Wembley gym, Costa, etc.
- Perkbox account paid for by the school (discounts at a wide range of retailers)
- Free weekly language classes (French or English)
- Enhanced paternity/maternity leave

Education & Experience Required

- Fluency in English and French;
- International exposure and cultural understanding;
- Previous experience with student support library user community;
- Understanding/educated in Library/Information Studies;
- Demonstrated knowledge of library materials and resources;
- Ability to organise job duties and work independently;
- Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form;
- Excellent interpersonal skills and a willingness to learn;
- Proven ICT skills with specifically iPads, including Excel, PowerPoint, Google Drive, Classroom, 'Book Creator' and willingness to learn to use Library Management software;
- Comfort, ability and interest to present in front of a group;
- Flexibility, ability to take initiative and problem solve;
- Creativity to develop and implement library programs and services;
- Positive attitude toward students with special needs and diversity sensitivity;
- Previous experience working within a school or higher education environment ideal
- Positive, supportive attitude towards students and other stakeholders.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the School as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

It is a requirement that all staff work in a flexible manner compatible with their jobs and in line with the objectives of the Lycée International de Londres. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the Lycée.

Lycée International de Londres Winston Churchill is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity and overseas police checks from any countries a candidate has lived for longer than three months since the age of 18.

Lycée International de Londres Winston Churchill is an equal opportunities employer.

Safeguarding Statement:

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