



**ST. DAVID'S HOLY FAITH SECONDARY SCHOOL**  
Greystones, Co. Wicklow

**Roles and Responsibilities of Librarian**  
**St. David's Holy Faith Secondary School, Greystones**

1. Accession, Cataloguing and Classification of library resources. Must have excellent organisational, ICT, communication and interpersonal skills. Managing the library stock using a management system.
2. Management of the Library Management System and linked library website. Maintaining and developing a high-quality school library.
3. Maintain a vibrant and creative atmosphere ensuring attractive and up-to-date noticeboards and library information are on display around the school.
4. Liaising with and reporting to the Principal in running and maintenance of the library and all accompanying literacy and numeracy-based programmes. Liaise with Academic and Administrative Staff, Year Heads, Parents, Students, all stakeholders and guest speakers as appropriate.
5. Continuous and ongoing engagement with all students in the school to ensure that they use the school library effectively. Create a safe, respectful, welcoming environment in the library.
6. Supervision of students using the library for reading and study.
7. Support teaching and learning, while encouraging well-being and providing a relaxing space to read for pleasure.
8. Collaborate on tailored and differentiated activities for library time, based on/supporting curricular teaching and learning or linked to a wider theme.
9. Create a Whole School Library Policy and to lead the school's literacy team.
10. Budget management, ensuring best value for money in the acquisition of library resources and supporting this budget with Grants/Bursaries from external sources: PPLI etc. Liaise with Bursar on budgeting matters.
11. Monitor and manage the upkeep and maintenance of the school library.
12. Deliver lessons in Basic Computer Operations - online safety, basic Microsoft Word, PowerPoint, Web browsing, Scratch programming etc.
13. Support themed weeks in the School Year (World Book Week, Maths Week, Science Week, Well-being Weeks etc.).

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**Charity No:** 200 10 959



## **ST. DAVID'S HOLY FAITH SECONDARY SCHOOL**

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14. Organise an annual 'Readathon' also the annual 'Book Fair during World Book Week.
15. Host a weekly Book club and a fortnightly Film Club.
16. Role of editor for School Yearbook (Chalkdust) in collaboration with Transition Team teachers and students.
17. Provide library language publications for Irish, French & Spanish. To work with language teachers to promote the reading of said languages.
18. Develop and work with a team of student librarians, leading them, delegating tasks and supervising their work.
19. Support School initiatives such as Amber Flag, Ember and Alpha Student Ethos Leadership Teams and Green Schools.
20. Engagement with external organisations, such as Cultural Institutions (Public Library, Museums, Theatres etc.), to avail of initiatives and services provided by their Schools/Education services. To further develop links with the local library services in Greystones.
21. Support and facilitate Arts and Culture in the school - liaising with Art, Music and Drama teachers.
22. Flexibility to provide lunch/break/morning cover when necessary. To assist with school supervision when or if required.
23. Occasionally required to work after hours to facilitate events such as Open Days/Evenings etc. to showcase the library.