



Middleton Grange School

Libraries Manager

Job Description

CHARACTER

EXCELLENCE

SERVICE

FOR THE GLORY OF GOD

Directly Accountable to Associate Principal

Functional Relationships:

- Principal
- Senior Leadership Team
- Support Staff
- Teaching Staff
- Oversight relationship with the Primary Librarian, Library Assistants and Library Volunteers

Lead the library team, ensuring their appropriate training, and regular performance appraisal.

Support Staff

37.5 hours per week

8am-5pm (hours by negotiation)

Term Time (including Teacher Only Days) + 5 weeks during school holidays

Covered by the current Support Staff in Schools Collective Agreement (Librarian & Library Assistant) – Grade D

Special Character

Key Indicators:

- Model Christian servanthood.
- Promote the Christian school and Christian education.
- Actively engaged in opportunities to enrich ability to teach in a Christian way.
- Develop strong relationships based on Christian principles with students, staff and other members of the School community.
- Integrate the School's Special Character with the New Zealand Curriculum.
- Implement initiatives which focus on the Special Character of Middleton Grange School

Responsibilities and Duties

Service and Library Management

- Lead the library team, ensuring their appropriate training, and regular performance appraisal. This includes the Primary School librarian.
- Be a professional and supportive member of the school community
- Proactively engage in professional development opportunities and performance appraisal
- Liaise with external agencies, including SLANZA, LIANZA, the National Library of New Zealand and other relevant agencies
- Develop, review and maintain the library's guiding documents, in collaboration with senior school staff
- Prepare and present reports in line with school policy
- Prepare annual budgets for library resources and capital expenditure
- Ensure library expenditure is appropriately managed
- Promote the library services and resources to all staff, students and parent community
- Maintain up-to-date school library procedures documents
- Manage the collection and distribution of Year 7-13 textbooks
- Coordinate and communicate charges for lost and/or damaged library resources to students, caregivers and the finance team

Reading Engagement

- Promote and foster the enjoyment of reading for pleasure, contributing to the development of reading skills
- Develop and contribute to the school wide reading culture through reading programmes, initiatives, and events
- Provide leadership and support to teachers on reading engagement and developing life-long readers
- Ensure our collections provide a wide range of quality reading material, catering for diverse needs and interests.

Information Literacy and Inquiry Learning

- Ensure that the libraries play an integral role in supporting inquiry, and that students have easy access to print and digital resources
- Collaborate with teachers to develop information literacy across the school through participating in or leading information literacy and digital literacy coaching
- Coordinate school-wide guidance and training for all staff and students in effective use of resources
- Develop a collection that has relevant resources in a variety of formats to support inquiry learning.

October 2025

Place and Space (physical and virtual)

- Remain up to date with library trends that will help to provide the school community with a welcoming and positive learning facility
- Maintain a vibrant, contemporary, welcoming space for students and staff to enjoy, including the Library Classroom and Senior Study Room
- Create an environment where staff and students love to learn and are keen to utilise
- Oversee the Library Management System (Accessit)
- Take responsibility for the school library presence on the school website and LMS (learning management system)

The Library Collections and Resources

- Participate in curriculum planning to ensure appropriate selection and management of all learning resources, both print and online
- Ensure the collection is managed and developed in consultation with staff and students, so that resources are current, relevant to the curriculum, and meet the reading needs and interests of the school community
- Develop a buying plan and strategies that ensure the library delivers appropriate, high-quality material - print and online
- Consult with teaching and literacy staff as to the reading needs of their students
- Ensure that resources are catalogued, organised and maintained in line with internationally accepted standard library practice
- Stay aware of developing trends and facilities for storage and access to digital resources
- Oversee the circulation and care of daily loan school devices

- Any other responsibilities as agreed to with the Associate Principal/Principal

Skills and Experience

- Library or other relevant Level 7 qualification preferred
- Relevant experience working in libraries or other education/Information Management field essential
- Information literacy, digital literacy, numeracy and budget management skills essential
- Experience using Kamar and Accessit beneficial
- Familiarity with the New Zealand curriculum
- Passion for personal reading and promoting reading for pleasure to students
- Ability to develop and deliver lessons regarding information literacy and reading for pleasure
- Excellent written and verbal communication and relational skills
- Excellent planning and team management skills

October 2025