



## Cumberland Council

### Post Specification

<b>Date</b>	<b>August 2021</b>
<b>Post Group Number</b>	<b>7271</b>
<b>Post Title</b>	<b>School Services Officer</b>
<b>Job Family</b>	<b>Customer Engagement</b>
<b>Job Family Role Profile</b>	<b>CE10</b>
<b>Final Grade</b>	<b>10</b>

To be read in conjunction with the job family role profile

#### Service Area description

- The post of School Services Officer is based within the Library Services for Schools team, a specialist advisory service delivering library services to schools and other educational establishments across Cumbria.
- Customer & Community Services
- This post reports to the Library Services for Schools Manager

#### Purpose of this post

This post will provide specialist advice and expertise to support primary schools and other educational establishments throughout Cumbria in line with the National Curriculum, local, regional and national reading and literacy objectives, and best practice.

The post will be managed by the Library Services for Schools Manager, and the postholder will work as part of a team.

The postholder will be expected to work closely with colleagues in the Public Library Service and other departments when required. This will enable consistency of approach, and support a co-ordinated approach for thematic matters, such as Literacy and Children and Young People.

#### Key job specific accountabilities

1. Provide professional advice and guidance on reading and learning resources to primary schools and educational establishments in the county to support curriculum teaching, reading for pleasure and other related objectives. This will include a digital and physical offer.
2. Work as part of a team of professionals to acquire and manage a balanced and effective stock of resources using all media to meet the educational, recreational and informational requirements of primary schools.
3. Plan and deliver targeted activity to promote and increase reader development, school engagement and take-up of LSS services.
4. To undertake stock management and reader development themes for the team.

Please note annual targets will be discussed during the appraisal process

#### Key facts and figures of the post

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"><li>• None</li></ul>
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<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>	
<ul style="list-style-type: none"> <li>• Qualified Librarian or experienced school professional (or working towards this) with demonstrable experience in a professional post.</li> <li>• Knowledge of the current issues and best practice in the library and information sector, and particularly within the field of education, schools and learning</li> <li>• Experience of effective partnership and community working, able to build and maintain constructive relationships.</li> <li>• Project management skills.</li> <li>• Excellent communication skills at all levels, able to persuade, negotiate, motivate a wide range of people both internally and externally to the Council</li> <li>• Ability to look beyond immediate priorities to maintain a broader strategic perspective</li> <li>• Ability to deliver agreed outcomes consistently and to raise standards</li> <li>• Able to work under pressure and prioritise work.</li> <li>• Ability to deal positively with change.</li> </ul>	
<b>Disclosure and Barring Service – DBS Checks</b>	
<ul style="list-style-type: none"> <li>• This post does not require a DBS check.</li> </ul>	
<b>Job working circumstances</b>	
<b>Emotional Demands</b>	
<b>Physical Demands</b>	Some carrying and lifting
<b>Working Conditions</b>	
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li>• Able to travel within county</li> <li>• Flexible approach to working hours and locations, including occasional weekends</li> </ul>	