JOB DESCRIPTION

SENIOR LIBRARIAN

Allenhouse Public School, Vasundhara, Ghaziabad

Position Overview

We are seeking an experienced, organised, and passionate Senior Librarian to manage the school library, promote reading habits, and create a resourceful learning environment that supports academic excellence and intellectual growth.

Key Responsibilities

- Manage day-to-day library operations and ensure books and learning resources are organised and accessible.
- Maintain library records, catalogues, accession registers, circulation records, and digital databases.
- Classify, catalogue, label, and shelve books and other educational resources systematically.
- Promote reading and independent learning through book reviews, reading challenges, storytelling, and literacy activities.
- Assist students and teachers in locating suitable books, reference materials, and digital resources.
- Recommend and coordinate the procurement of age-appropriate books, periodicals, journals, and educational materials.
- Monitor book issue and return, follow up on overdue books, and ensure proper handling of library resources.
- Maintain inventory and conduct periodic stock verification; prepare utilisation and inventory reports.
- Keep the library clean, orderly, welcoming, and conducive to reading and research.
- Coordinate with teachers and the academic team to support classroom learning, projects, and research.
- Ensure compliance with school policies and applicable CBSE requirements for library facilities and resources.
- Participate in school events, meetings, and professional development programmes.

Educational Qualifications

- Master’s degree in Library and Information Science (M.Lib.I.Sc.) or an equivalent recognised qualification.
- A Bachelor’s degree in Library and Information Science may be considered in line with the school’s recruitment criteria and applicable requirements.
- Knowledge of library management software, digital cataloguing, and information systems is preferred.

Experience

- Prior experience managing a school library, preferably in a CBSE-affiliated school.
- Experience in library administration, record maintenance, inventory management, and reading programmes.

Required Skills and Competencies

- Strong organisational, administrative, and record-management skills.
- Good communication and interpersonal skills, with a student-friendly approach.
- Knowledge of library classification, cataloguing, and book circulation procedures.
- Familiarity with digital library resources and library management software.
- Leadership, coordination, and team-management abilities.
- A genuine interest in literature, reading promotion, and student development.

Preferred Candidate Profile

The ideal candidate will be capable of independently managing library operations, building a strong reading culture, supporting the academic community, and ensuring that library resources remain accessible, relevant, and well-maintained.