**James Kean**

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**Profile:** I am a recent graduate with an excellent knowledge of library services, along with experience of managing a library team, who is looking to continue my career.

**Skills:**

Management and leadership: As a library manager, I oversee and support the library and IT services. I manage the team of staff working at the library, supporting them in their various projects and the completion of admin tasks. I conduct performance reviews of staff and the library to emphasise the positive outcomes of our efforts, while identifying areas for development. Points for development are then met with strategies created by me to generate any changes to better the service. To ensure the library offers an outstanding service, I maintain and update printed and e stock, promote new stock and library events via email campaigns, social media posts and designing notices that are distributed throughout the college.

Communication: While focusing on accuracy and team success, using my communication skills, I proved to relate with colleagues and maintain professional conduct. To successfully contribute to the whole team while working at Armstrong Solicitors, I effectively developed relationships with fellow colleagues through respectful and empathetic communication. Clear verbal and written communication supported while rewriting client documents. I spoke honestly about areas of improvement I identified and made my suggestions but was mindful to praise the positives as I understood that I was, with the team, developing someone else’s hard work.

Organisational awareness: In my current role, I am responsible for the planning and organising of the day-to-day work of the library team. This involves me communicated directly and clearly with colleagues to establish that all parties are aware of their own duties, the timelines in which they are expected to be completed, and to provide ideas on how to prioritise or tackle any challenging work. I organise my own duties by timetabling crucial events/meetings, and by communicating directly with those who I will need to cover in my absence. All areas of the library are covered by a rota I devised for the team, ensuring there is a member of staff at each helpdesk for student to approach and liaise with. Tasks such as trolleying, shelving, processing, cataloguing and tidying are shared amongst the team. This is completed via assigning certain tasks to colleagues for that day, based on hours present and the immediacy of the task. Within our office, there are work trays for each colleague: I will print to do lists for each member of staff and leave them to be collected. I am always present to hear of any issues the assignments present for colleagues and adjust accordingly.

Promotion: Since starting work at Carmel College, I initiated several changes to the library service to better support and promote what the centre provides for staff and students. As part of the Liverpool Hope University network of students, as of this year, Carmel has taken on several new university students to teach from the Carmel site of an evening. I am collaborating and discussing with the Hope library director, our Vice Principal and the lecturer leading the seminars on how we can keep the library open late into the evening to allow these students an opportunity to use our facilities. Further changes to the library service happened when began a library blog to further promote wider and cross curricular reading for students.

**Education:**

Edge Hill University, Ormskirk: PGCE Secondary English (Pass), awarded 2018.

Queen Mary, University of London: B.A. Hons English (2:1), awarded 2011.

Holy Family Roman Catholic High School: 4 A Levels (graded A-C with A grade in English Literature), awarded 2008; 10 GCSEs (graded A-C with A grade in English Literature), awarded 2005; Key Skills Stage Two in ICT (Pass), awarded 2005.

**Work History:**

Carmel College, St. Helens, June 2019 – February 2020 as Library Manager (Maternity Cover)

* In conjunction with the Vice Principal, I am responsible for the acquisition and control of all library materials and the continuing development of the Library as a Learning Resources Centre in accordance with the demands of the College’s curriculum and education policy. To manage the day-to-day organisation of the Library, I provide training and guidance as necessary for staff and volunteers involved in running the Library. I assign and delegate work responsibilities to the library assistants, while overseeing their professional development and various admin tasks (holiday requests, overtime, etc.)

Exclusive Education, Warrington, January 2019 – present as Supply Teacher (Secondary English)

* I worked as a day to day supply teacher. My speciality was Secondary English and I taught across Key Stages 3 and 4.

St. Silas Primary School, Liverpool, September 2018 - January 2019 as Learning Support/Cover Teacher

* While I worked within Key Stage 2 (mainly Year 6), I assisted students with accessing the curriculum and helped reduce learning barriers.

Edge Hill University, Ormskirk, September 2017 – August 2018 as Trainee English Teacher

* On two secondary placements, I taught English Literature and Language across Key Stages 3 and 4. I conducted assessments and monitored progress to prepare students for exams.

FACT, Liverpool, February 2015 – September 2017 as Gallery Assistant

* To promote positive visits at the gallery, I manned the information desk in the foyer and monitored the two gallery spaces, so visitors could call upon me for assistance.

Armstrong Solicitors, Liverpool, June 2012 - February 2015 as Admin Assistant

* To ensure all client claims were accurately updated and maintained, I oversaw the function of the firm's database. I retrieved new accident claims from various referrers.

Queen Mary University of London, September 2011 - June 2012 as Project Assistant

* As part of a reconstruction project, I researched the student services, interviewed fellow employees regarding possible improvements for the 2012-2013 academic year, and summarised these findings to my manager in various documents, portfolios and presentations.

**Interests:**

Travelling (I travelled throughout China, France and Spain)

Literature (I like reading modern literature and poetry, 19th century English novels and Shakespeare)

Outdoor activities (I enjoy hiking and camping)

**References available on request**