

**JOB DESCRIPTION – ASSISTANT LIBRARIAN**

**Job Title:** Assistant Librarian

**Reporting to:** The Senior School Librarian

**Location:** Highgate, London

**Type of position:** Permanent. Term-time plus 3 weeks

**Salary:** Circa £24,000 per annum

**THE SCHOOL**

Highgate School was established in 1565 by a Royal Charter of Her Majesty Queen Elizabeth the First. Sir Roger Cholmeley, our Founder, was granted Letters Patent to found ‘a grammar school…for good education and instruction’. Today Highgate is a flourishing coeducational independent school which includes the Senior School for pupils aged 11-18; the Junior School for pupils aged 7-11 and the Pre-Preparatory School for pupils aged 3-7. There are currently in the region of 1,700 pupils at Highgate and the School employs approximately 550 full-time or part-time teaching and support staff.

The School is situated in one of the most attractive and sought after areas of North London, only a short journey from Central London and adjacent to Hampstead Heath. The hilltop site in Highgate Village is the historic site of the Senior School. A few hundred yards along Hampstead Lane in Bishopswood Road lie the Junior and Pre-Preparatory Schools and the extensive playing fields, adjacent to the open spaces of Kenwood and Hampstead Heath. The Northern Line underground station is a short walk away and it is four miles to Central London.

Working at Highgate offers the opportunity to be part of a vibrant and welcoming community, committed to academic excellence and the highest standards of pastoral care for its pupils. The Governors consider the development of excellence in the education offered to the pupils to be the underlying purpose of activities undertaken by all staff.

Highgate is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

**THE ROLE**

To support the Senior School Librarian and the Deputy Librarian in the daily operations of the Senior School Library and thereby to provide a high quality, efficient library service for the pupils and staff of Highgate School; in doing so, to support the Library and School Development Plan objectives. An interest in supporting literacy and learning for pupils from 11-18 is essential, as well as working to the highest professional standards.

**MAIN RESPONSIBILITIES**

* Maintaining the library stock on LMS (Eclipse)
* New resource processing, labelling and covering new print resources
* Cataloguing and classification of library resources using Dewey and OCLC systems
* Overseeing library circulation: the issue and return of print resources to pupils and staff
* Issuing overdue notices – following appropriate protocols for collection of overdue books and any fines, in accordance with school policy and liaising with the Fees Officer regarding replacement charges for any lost items
* Maintaining stationery and supply needs for library
* Ensuring the photocopier and printer are in good working order and stocked with paper and toner
* Promoting appropriate library behaviour in line with the Library ethos and rules of conduct
* Covering for the Senior and Deputy Librarians in any absence from the library
* Promoting and encouraging reading for pleasure – assisting pupils with book selection; being informed about Young Adult and classical fiction themes, genres and authors in order to facilitate this
* Assisting the Deputy Librarian with displays and other library promotions.
* Advising pupils in the use of the PCs and printing, should they have any difficulty; being familiar with the IT systems as well as iPads
* Assisting in the general maintenance of the library – shelving books regularly (daily), tidying shelves and doing shelf checks to ensure the non-fiction stock is in the correct run
* Carrying out any other such duties within the post holder’s capabilities as may be reasonably requested by Senior or Deputy Librarian

**These duties and responsibilities are intended as a guide. They are not exhaustive: the Assistant Librarian will be expected to undertake any reasonable task or responsibility as required by their line manager.**

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|  | **ESSENTIAL CRITERIA**  | **DESIRABLE CRITERIA** |
| **Qualifications/ Professional Bodies** | * Educated to A level or equivalent
 | * Degree level qualification or equivalent
* Graduate library qualification or presently working towards a graduate library qualification.
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| **Experience** | * Demonstrable front line library experience - all aspects of library operations including issuing books, cataloging, using library management systems.
* Library experience in a school setting or other library sector (public, academic)
* Experience of research and information retrieval and the use of digital material.
* Good customer service skills – the ability to engage with pupils in a friendly and appropriate manner as well as to support a balanced library atmosphere.
 | * Familiarity with e-resources.
* Familiarity with educational learning platforms.
* Experience working in the education sector.
* Ability to work alone in the library at certain times.
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| **Skills/knowledge** | * Strong organisational and time management skills.
* An excellent IT skills including knowledge of Word, Excel, Outlook and Library Management Systems.
* Knowledge and awareness of social media.
* Library skills – thorough knowledge of Dewey classification, library operations and procedures
* Sound knowledge of literature, particularly for young adults/teenagers.
* Ability to share enthusiasm for reading and to promote literacy
* High level of attention to detail and accuracy in all work undertaken.
* Ability to work calmly under pressure, multi-task and manage a diverse workload.
* A good level of spoken and written English.
 | * Knowledge of child protection and safeguarding policies.
* Knowledge of using Library Management Systems in a school library environment
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| **Personal Attributes** | * Strong customer focus.
* Energy and enthusiasm.
* Excellent communication skills
* Approachable with excellent communication and interpersonal skills.
* Ability to build and maintain strong relationships and work as a member of a team.
* Flexible with a ‘can-do’ approach and able to work effectively and use initiative without constant supervision.
* A proactive approach to work, and meeting targets.
* An ability to identify process improvement needs and suggest solutions.
* The ability to maintain in strictest confidence any information received concerning School matters.
* Willingness to undertake work related training.
* A sense of humour.
 | * A keen and avid reader.
* An interest in supporting reading for pleasure, an awareness of current literature trends for young people as well as strong knowledge of classic literature.
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### CHILD PROTECTION

All members of staff must comply with Highgate’s Safeguarding & Welfare Policy which is posted on the staff intranet; a copy also accompanies this job description. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the Policy.

**TERMS & CONDITIONS**

**Salary**

Circa £24,000 per annum dependant on experience and qualifications.

**Contract**

Term Time plus 3 weeks. Please note the additional 3 weeks will cover 10 Saturday mornings during the Lent Term 09:00 – 13:00, Tuesday to Friday during the Summer half-term 09:00 – 18:00 and other additional days as required by the Senior School Librarian.

**Hours of Work**

Whilst the normal working day is Monday to Friday 09:00 – 18:00, there is a need to be flexible about hours in order to carry out these duties and responsibilities effectively and no additional payment is made in this respect. In addition, some weekend and evening working will be required. These hours must be agreed in advance with your line manager and time off in lieu may be given at your line manager’s discretion.

**Probationary Period and Notice Period**

This appointment will be subject to the completion of a probationary period of six months to the satisfaction of the Governors. Following completion of the probationary period there will be a one terms notice period for this role.

**Lunch Period**

There is an unpaid lunch break of one hour. A complimentary lunch is available in the Dining Hall.

**Holidays**

25 days’ paid holiday entitlement plus public holidays is included in the salary and is to be taken during School holiday periods**.**

**Pension**

The School runs a defined benefit pension scheme which provides a pension benefit of 1/80th of final salary for each year of membership based on a current employee contribution rate of 6%.

**Leisure Facilities**

Subject always to the needs of pupils and School’s operations, staff are offered free access at stipulated times to the School’s sports facilities including swimming pool and fitness suite.

**Confidentiality**

The need for absolute confidentiality and discretion, both within Highgate and the wider community, must be understood.

**Dress Code**

Teachers and support staff are expected to set an example to pupils and should dress appropriately at all times.

**Smoking**

Smoking, including vaping, is not allowed on or immediately outside any school premises (the footprint of the buildings and grounds) or in areas where smoking might be seen by parents or pupils during working hours.

**Health and Safety**

Highgate takes its obligations under the Health & Safety at Work Act seriously and the postholder will be required to comply with all aspects of Highgate’s Health and Safety Policy, particularly in relation to safe working practices. All staff must keep up to date with Highgate’s Health and Safety Policies which are regularly updated and posted on the Staff Intranet.

**Equality and Diversity**

Highgate is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

**As a member of the support staff, this role is responsible to the Bursar. Job descriptions may be updated by the Bursar from time to time to accommodate the changing needs of the School.**

**For operational reasons, Highgate reserves the right to transfer employees to alternative duties. For this reason it is a condition of employment that employees are willing to do so, if requested, from time to time.**

*June 2017*

**APPLICATION PROCEDURE**

**Applications should be made via Highgate’s website** [**www.highgateschool.org.uk/about/vacancies**](http://www.highgateschool.org.uk/about/vacancies)

**For any queries please contact** Recruitment@Highgateschool.org.uk

**Closing date: Friday 28 July 2017. Applications will be considered on receipt.**