



College Librarian Term Time + 2 Weeks

Epsom College is a co-educational day and boarding school with approximately 870 pupils aged 11-18. The College is located one mile from Epsom town, below Epsom Downs, in fine buildings set in a beautiful tree filled estate of some 80 acres. Originally founded by The Royal Medical Benevolent Foundation, today the College strives to develop the individual talents of every girl and boy. Pupils are prepared for life beyond the College with an assured set of values and a belief that they can make a difference in society. Highest standards of excellence in academic work and co-curricular activities are expected; equally valued is the personal development and wellbeing of each individual pupil.

The College Library is located in the academic heart of the school. It has over 26,000 items both in traditional and electronic format, covering fiction and non-fiction. As well as offering extensive academic resources and research support, the library staff encourage pupils to develop a love of reading as well as facilitating effective personal study.

The College is seeking to appoint a College Librarian who will be responsible to the Deputy Head Academic Head. The post carries the overall responsibility for the management of the library, its resources and staffing

Educated to degree level will be essential along with a library qualification, and knowledge of E-learning and E-resources. The successful applicant will have a passion for books and sourcing information, and will be a competent IT user. Excellent interpersonal skills and the ability to organise will be essential for the post. Experience of working within an academic/school library environment would be desirable.

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment including regular training attendance.

Application

Applicants are required to complete the Application for Employment Form available from our website www.epsomcollege.org.uk/career-opportunities. To comply with safeguarding procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure policy on the College website.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible. Applicants are encouraged to contact the Deputy Head, Academic, Richard Alton richard.alton@epsomcollege.org.uk for an informal chat.

Closing Date: 23rd February 2018 at 9.00 a.m.