

SEVENOAKS SCHOOL

JOB DESCRIPTION



Appointment of a Library Assistant (Part-time, term-time only)





The School

Sevenoaks School is a large, co-educational HMC school. Founded in 1432 by William Sevenoke, the school has over the last 50 years developed an international reputation for innovation and academic success. There are just over 1000 pupils from age 11 to 18, including well over 400 in the Sixth Form. All our Sixth Form students study the International Baccalaureate Diploma Programme. Around 50 students take up places at Oxford, Cambridge or Ivy League universities each year, and nearly all go to distinguished universities in the UK and USA. This year the average IB score was 40.6 out of a possible 45 points. (The world average stands between 29 and 30 points). GCSE results were again record-breaking this year, with 74 per cent graded at A*, and one third of our students receiving ten A*'s or more. About 350 pupils board in the seven boarding houses, including the Girls' International House, opened in 1977, and the International Centre (for boys) which was founded in 1962. Students originate from over forty countries.

The school is situated on Sevenoaks High Street, surrounded by fine views. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the 1000-acre deer park of Knole, yet London is only a 30-minute train journey away.

In 2013 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the accolade of 'Exceptional' for its students' achievement. In 2012, Sevenoaks was top of the Department for Education's KS4 performance tables, with the highest percentage of pupils achieving all subjects in the English Baccalaureate. It was listed as Top Independent School at A-level or equivalent in the Independent in 2012, and the top co-educational independent secondary school (IB) in the Sunday Times Schools Guide in 2011. Sevenoaks has enjoyed the accolade of 'Independent School of the Year' from both The Sunday Times (2008) and The Independent (2007), while regularly topping the co-educational independent league table for the International Baccalaureate.

Further information about the school can be found at: www.sevenoaksschool.org

The Library

The library is housed in a beautiful building at the heart of the school. We have a catalogue of 22,000 records including books, DVDs and CDs. There are also 70 magazine titles and online research facilities. The library contains three floors, with the lower level acting as a Lower School area and the mezzanine offering 70 study carrels and 14 PCs. This area is used by sixth formers in free periods and is supervised by a member of staff. Both ground and lower



floors offer further student PCs, printing, photocopying and stationery facilities. It is a busy and vibrant place.

The Role

We are seeking to appoint a Library Assistant to start in the second half of the Michaelmas term in the week beginning 6th November 2017. The post is part time, term time only, plus the first and last weeks of the summer holiday. This role reports to the Head of Library. The Library team includes two other part-time Library Assistants.

Responsibilities

The role involves the following key tasks:

- **Circulation**
Managing the circulation desk with efficient use of the library management system (Heritage);
Shelving;
Assisting with enquiries and sourcing information.
- **Library Resources**
Cataloguing and processing new additions to stock;
Unpacking of deliveries;
Subscription and management of journals;

Assisting with weeding and stock checking.

- **Pupil supervision**
Monitoring discipline in the library;
Maintaining tidiness in the library.
- **Promotion**
Creating inspiring displays and promotional literature (posters, leaflets, bookmarks; booklists, quizzes, etc.);
Updating library VLE pages;
Assisting with author visits and library events.

The Person

Experience and Qualities

- Degree and/or library qualifications;
- Library experience, preferably in a school library;
- Enjoyment of reading and ability to share enthusiasm with students;
- Excellent IT skills including knowledge of MS Office applications, familiarity with library management systems and expertise in use of the Internet;
- Familiarity with literature for young people;
- Knowledge of current library practices and developments;



- Ability to create a welcoming atmosphere for students and staff and to promote the library as a pleasant area for study and reading.

Hours of Work/Working Pattern

The hours of work and working pattern requirements are as follows:

Term-time only (34 weeks):

Mon: 09:30-13:30; Tues, Wed & Fri: 09:30-14:00.

School Saturdays

08:00 – 13:00 (12 Saturdays per academic year)

Summer Holidays

Equivalent week-time hours (17.5 hrs) in the first and last weeks of the Summer holiday.

Salary

Salary will be dependent on appropriate experience and qualifications but is likely to be in the region of a full-time equivalent salary of £19,300p.a. The actual pro-rata salary for the above working hours/days (based on the above fte) will be £7,175.

Pension

Membership of the support staff Group Personal Pension Scheme is available for the

person in this role. If the successful applicant does not join the pension scheme and is eligible for Auto Enrolment, then they will be enrolled at the appropriate time in the school's Auto Enrolment pension plan. Further details can be obtained from the Personnel department.

Holidays

Holiday entitlement is pro-rata of 28 days paid holiday per annum including public holidays. These are paid for in the monthly salary as they cannot be taken during term time.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history, and a medical examination by the applicant's G.P. We also reserve the right to contact any previous employers for a reference request on your behalf.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the



school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

The successful applicant will be required to complete the Disclosure Certificate System operated by the Disclosure and Barring Service (DBS) before taking up the appointment.

Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role. The school is also constantly evolving and the post holder should expect to learn new skills and adapt to new structures as required to meet the changing needs of the school.

Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>. The form must be

completed in full and submitted electronically. CV's can also be submitted but cannot replace any information on the application form which should be submitted in full.

Please contact the Personnel Office at personnel@sevenoaksschool.org or telephone 01732 467 740 if you have any questions about a completed application.