



NOW RECRUITING

Librarian
Stamford School

#greatplacetowork



FRIENDLY AND SUPPORTIVE WORK COLLEAGUES

**3 SITES ACROSS
STAMFORD**

**LARGEST
EMPLOYER
IN STAMFORD**

**COMMITMENT TO
STAFF WELLBEING**
WITH DEDICATED WELLBEING
GROUP AND INITIATIVES
TO SUPPORT STAFF

A GREAT PLACE TO WORK

**DEDICATED
SUPPORT
FUNCTIONS**

INCLUDING IT, FINANCE,
MARKETING, ESTATES,
HR AND ADMISSIONS

ON SITE CAR PARKING

ACCESS TO A
CONFIDENTIAL
EMPLOYEE
ASSISTANCE
PROGRAMME

**ALL THE BENEFITS
OF WORKING FOR
A LARGE LOCAL
EMPLOYER**

EXCELLENT
WORKING
ENVIRONMENT

**FAMILY
FRIENDLY
POLICIES**

**GENEROUS
ANNUAL LEAVE
ENTITLEMENT**

SUPPORT FOR
EMPLOYEE
PERSONAL
CAREER DEVELOPMENT
AND CPD

**SUBSIDISED
FAMILY
MEMBERSHIP
TO STAMFORD
ENDOWED SCHOOLS
SPORTS CENTRE**

LUNCH PROVIDED DURING TERM TIME

ACCESS TO A PENSION SCHEME

Welcome to Stamford



Our unique team provides opportunities, experiences, influences and support that inspire our pupils, light fires in them, and enable them to define and achieve success whilst keeping their feet firmly on the ground.

Commitment, care, enthusiasm and integrity underpin every aspect of life at the Stamford Endowed Schools. Our children are educated in an environment where learning is regarded as a privilege and key to unlocking all of life's possibilities.

Our teachers dedicate themselves to inspiring intellectual curiosity in the students in innovative ways, whilst promoting and protecting the wellbeing of the children in their care.

They are supported by a highly professional Operations Team who deliver outstanding support services such as IT, HR, Marketing, Finance, Catering and Estate Management.

As a community our Schools work in harmony, blending students of different backgrounds and broadening their horizons with the many opportunities available in and beyond the classroom. As a result, the students are equipped not only with exceptional examination results, but a wide range of experiences which prepare them for whatever path they choose in life.

Will Phelan, Principal





The Position Librarian

The Stamford Endowed Schools are looking to appoint an enthusiastic, passionate and experienced librarian to join the team at Stamford School.

The successful candidate will be responsible for the full range of library duties including supporting the delivery of information and research skills using multi-media resources.

Experience of working with Library Management Systems software packages or other relevant experience is essential.





Working Arrangements

JOB TITLE

Librarian

REPORTING TO

Director of Studies

HOURS OF WORK

40 hours per week Monday to Friday
08:30 – 17:30.

SALARY

£21,648 p.a. (actual)

WORKING ARRANGEMENTS

41 weeks

- 34 weeks term time
- 2 weeks non term time
- 3.5 weeks annual leave
- 1.5 weeks Public Holiday

ANNUAL LEAVE

All holiday is to be taken during school holiday periods without exception.

OTHER ARRANGEMENTS

- Excellent working conditions

- A free school lunch during term time periods*
- Support for training and development and an annual review programme
- Access to an Employee Assistance Programme for staff and their immediate family members. 24:7:365 advisory telephone advice service and telephone counselling.
- Contributory Pension Scheme with employer contributions
- Subsidised Membership to the SES Sports Centre facilities.
- Access to SES car parking facilities
- A programme of Foundation Lectures and other staff social events.

*Non contractual arrangement



The Role & Responsibilities



CORE PURPOSE

To co-ordinate and promote the activities of the Research and Learning Centre (RLC) to provide Key Stage 3,4 and 5 pupils with effective learning opportunities and access to information and research facilities to meet the changing needs of the curriculum. To work collaboratively to develop a resource which is readily accessed by all – an exciting, stimulating working environment where boys are able to develop their love of reading.

KEY AREAS OF RESPONSIBILITY

- To be responsible for the full range of Library duties including supporting the delivery of information and research skills using multi-media resources.
- Plan and implement the RLC Policy and Development Plan for the effective use of the facility.
- Collaborate with the English Department to maximise pupil use of books and interest in reading
- To promote the use of the RLC as a fully integrated resource centre for information and learning for the whole School, including arranging Library- based activities such as author visits, book weeks and the Year 7 and 8 Reading Passport.
- Work with the Learning Support Department and English as an Additional Language department to support pupils individually with their reading.
- To be responsible for ensuring that the RLC environment is well maintained and well stocked with relevant texts, seating and desk arrangements in accordance with user needs.
- Supervise boys use of the RLC at break time, lunchtime and after school, including those signed in to after school care.
- To provide lessons in library and study skills in conjunction with subject staff. To work with English teachers during timetabled KS3 Library lessons.
- To provide appropriate publicity, both written and electronic, about the RLC, maintain and update displays as appropriate.
- Ensure the provision of a range of suitable materials in support of relevant projects in conjunction with the subject curriculum.
- Manage the RLC budget in accordance with relevant financial provision.
- Liaise with the staff about leisure time reading for day boys and boarders.
- To encourage reading around subjects at all levels.
- Implement a code of practice for users of the RLC
- Liaise with the SLT and Careers regarding CEG materials for display in the RLC.
- Manage all procedures relating to ordering, checking, classifying, cataloguing, security and stock checks.
- Any other duties as might reasonably be expected or requested by the line manager



Candidate Specification



ESSENTIAL

Qualifications/Attainment

- Good education with minimum level 3 qualification (A level/NVQ level 3 or equivalent).

Knowledge and Experience

- Experience in the use of multi media to promote and deliver library and information services.
- Experience of working with Library Management Systems software packages or similar experience.

Key Skills

- Competence in the use of ICT including the suite of Microsoft office packages (word, excel, outlook) to intermediate level.
- Possess research skills.
- High level communication skills with a range of people and age groups.

Other Attributes

- Able to understand the information needs of young people and enjoy working with them.
- Be able to demonstrate patience and understanding and deal with issues using appropriate humour and empathy.
- Demonstrate coping skills during times of pressure.
- Be well organised with the energy and interest to see things through to completion.
- Proven ability to share own skills and expertise with young people in a meaningful and interesting way.
- Ability to act on initiative and to see the responsibilities set out in the job description as a starting point for further development.

DESIRABLE

Qualifications/Attainment

- Membership of CILIP
- Recognised Library qualification or equivalent.

Knowledge and Experience

- Recent experience of leading and developing library or information centre services.
- Experience of working in an environment with young people across a wide age range.
- Experience of working within a secondary school library.
- Previous experience of managing a budget in accordance with financial provisions.

Key Skills

- Use of library database systems such as MLS Eclipse.



Outstanding location

**Stamford was named the
'Best Place to Live in Britain'
in the Sunday Times.**



The Schools are a part of the great heritage of Stamford and a symbol of its vibrancy and evolution. The Schools have been established in Stamford since 1532, undergoing many changes but consistently providing a first-class education for their children. Today the Schools remain interwoven with Stamford life, to which our students, teachers and parents contribute greatly.



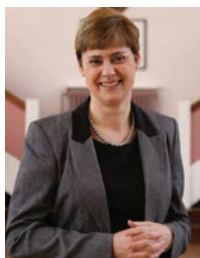
Outstanding Heads



Emma Smith

Head of Stamford Nursery School and Stamford Junior School (Girls and Boys 3-11)

"I believe it is essential that from an early age we encourage children to develop a desire for learning and it is through an exciting and engaging curriculum that we can achieve this. We strive to place your child at the centre of everything we do, and provide a stimulating learning environment."



Vicky Buckman

Head of Stamford High School (Girls 11-18)

"At Stamford High School we believe that anything is possible; we want our girls to be enthusiastic, hard-working, determined and ready to get involved with everything we offer. We encourage them to think independently, to take ownership of their learning and to aspire to be the very best they can be. Within a sound framework of pastoral care and development, our girls know that they have the skills and attributes to face the future with confidence."



Nick Gallop

Head of Stamford School (Boys 11-18)

"Stamford School has been educating boys for over 475 years. Today, we maintain our traditional values but with a very modern outlook. We understand how to build in our pupils a love of learning and develop intellectual curiosity, to instil the values of teamwork and competition on the sports field and through adventure and to fire imaginations through music, art and drama."

Induction and Development

We are committed to supporting the development of all staff. All staff attend a new starter induction programme and undertake reviews with their manager during the 6 month probation period. We have an annual review process within which individual training and development needs are identified. We work closely with local training providers to support the attainment of relevant formal qualifications.

Other Information

Further details can be found on the School's website, www.ses.lincs.sch.uk or by emailing recruitment@ses.lincs.sch.uk or by telephoning the HR Office on **01780 484273/219**.

This information should be read in conjunction with the Application Form Explanatory Notes enclosed with this pack.

The Application

Candidates should download the application form and recruitment monitoring form and send both completed forms to Kay Rainsby, Head of HR at recruitment@ses.lincs.sch.uk or to The HR Department, Stamford High School, High Street, St Martin's, Stamford, Lincs, PE9 2LL.

Closing date for applications is **Wednesday 22nd November**. Interviews week commencing **Monday 27th November 2017**.





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SAFEGUARDING

The Stamford Endowed Schools are actively committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).





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