



Queen  
Elizabeth's  
School

FOUNDED IN 1573

A state  
school like  
no other

Appointment  
of **Library  
Services** for  
September  
2019



# Background

## The School

Queen Elizabeth's is a state-funded grammar school, with 445 years' experience of producing confident, able and responsible young men. We provide a totally meritocratic environment, in which our boys reach their very considerable potential both in their academic and extra-curricular pursuits.

Our rich history is reflected in the School Chronicle, which is read annually on Founder's Day and which records the Governors' requirement that the education we provide should be as much in "good manners as in nurture for learning". Similarly, our formal mission is "to produce young men who are confident, able and responsible".

To this end, we are committed firstly to the pursuit of academic development at the highest level among our boys. As a meritocracy, we unashamedly celebrate intellectual accomplishment and we seek to nurture clear thinking and scholarly curiosity. The fruit borne by this relentless focus is seen every year in our public examination results: QE is consistently placed at or very near the top of national league tables.

Second, we aim to inculcate in our boys attributes such as confidence, resilience and perseverance – qualities that will equip them to thrive at school, at university and beyond, whatever the storms of life may throw at them. This is achieved partly through our bespoke tutoring system and carefully structured pastoral arrangements, and partly through our expectation that all boys participate fully in the life of the School. We have an exciting, diverse range of extra-curricular activities through which every boy can pursue his interests and stretch himself as he learns new skills and talents.







Finally, through an emphasis on service within the School and through initiatives such as our Sixth Form external volunteering programme, we encourage boys to devote themselves to causes greater than themselves. We thus develop in them an awareness that genuine fulfilment comes through seeking to make a contribution to society rather than in pursuing only personal gain.

Queen Elizabeth's School, then, offers a meticulous and richly faceted holistic approach to the education of the boys in our charge. It is this approach, combined with our excellent facilities and a proud history dating back to 1573, that make the QE experience truly a state school experience like no other.

**Neil Enright, Headmaster**

Further information about the School is available on our website: [www.qebarnet.co.uk](http://www.qebarnet.co.uk)





# THE SUNDAY TIMES

2018 Rank	2017 Rank	
1	2	Queen Elizabeth's School, Barnet
2	1	The Henrietta Barnett School, Hampstead
3	4	Wilson's School, Wallington
4	5	The Tiffin Girls' School
5	3	St Olave's Grammar School
6	7	Reading School
7	8	Pate's Grammar School
8	17	Colchester Royal Grammar School
9	14	Colchester County High School for Girls
10	9	Tonbridge Grammar School
11	6	Altrincham Grammar School for Girls
12	26	Kendrick School
13	20	St Michael's RC Grammar School, Finchley
14	10	King Edward VI Camp Hill School for Boys
15	15	King Edward VI Grammar School, Chelmsford
16	11	The Latymer School
17	25	Colyton Grammar School
18	19	Tiffin School
19	50	Sutton Grammar School
20	28	King Edward VI School, Stratford



## Recent A-level Results

Year	% A*	% A* - A	% A* - B
2018	46.9	84.7	97.3
2017	41.5	82.0	96.0
2016	40.1	84.2	98.8
2015	42.2	85.3	98.4
2014	36.1	82.2	96.0
2013	39.3	87.4	98.3
2012	40.2	88.5	98.5
2011	41.1	84.5	97.7



## Recent GCSE Results

Year	% A* (9-7)	% A*-A (9-7)	% A*-B (9-6)
2018	78.0	92.2	98.2
2017	70.9	91.8	98.9
2016	62.3	89.2	98.6
2015	69.6	93.5	99.3
2014	63.3	91.0	98.2
2013	66.1	92.5	99.0
2012	63.9	90.1	98.1
2011	55.3	90.6	99.3





## The School campus





# The Role

**Job Title:** Library Services Assistant

**Responsible to:** Head of Library Services (Mr Surya Bowyer)

## Terms and conditions:

- Term-time only (195 working days)
- 11.45am to 5pm working day with a break of 15 minutes
- Actual salary £11,862 per annum (pro-rata full time equivalent of £20,446 p.a.)

The Queen's Library is vibrant, well-resourced and heavily used. It was set up in 2014 and boasts a popular pupil librarian programme, and a number of enrichment activities at lunchtime and after school. The staff involved in running the Library have an important role to play in the school, supporting pupils' learning and reading.





## Key responsibilities

### **JOB PURPOSE:**

To assist the Head of Library Services in promoting and developing the school library in order to provide an efficient service to pupils and staff.

### **MAIN FUNCTIONS:**

- Managing the issuing and returning of the library's stock.
- Shelving stock and keeping the library in good order.
- Withdrawing stock under the direction of the Head of Library Services.
- Providing support for the cataloguing of new material to the library collection. Processing new material so that it is ready for shelving.
- Managing the library management system and supporting its use by pupils.
- Running the overdue system.
- Helping library users to find material which meets their needs.
- Assisting library users to become proficient in using online resources.
- Encouraging pupils and staff to use the library by supporting a range of library based activities.
- Supporting the Head of Library Services with the supervision of pupils using the library.
- Contributing to the School's extensive programme of co-curricular activities.
- Supporting the Head of Library Services with the development and management of the School's archive.
- Other duties reasonable to assist in the smooth operation of the library.

## Person specification

### **ESSENTIAL:**

- A good standard of general education.
- Good ICT skills.
- Ability to work independently and within a team.
- Outstanding administrative skills.
- Ability to deal confidently with enquiries from library users.
- Personal authority and confidence to work with young people.
- An interest in young people's literature.

### **DESIRABLE:**

- Previous library experience.
- Experience of working in a school or academic environment.
- An interest in and/or experience of working with archival material.



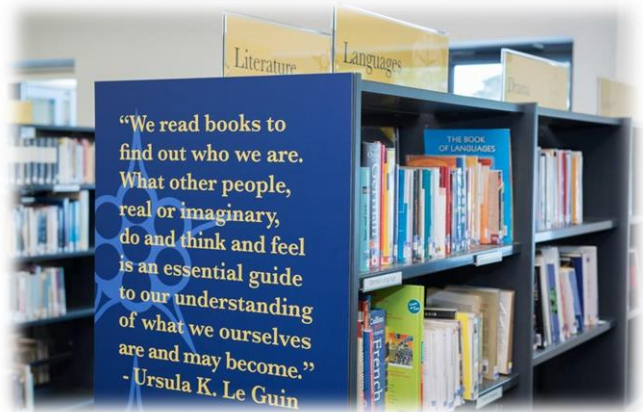
## The Queen's Library

**The Queen's Library, named in memory of our Founder, Queen Elizabeth I, offers extensive facilities for independent study and provides boys with a host of enrichment opportunities.**

Opened in 2014, the Library is a modern and well equipped resource for all members of the School community, offering a wide selection of books, magazines and online resources for academic support and enrichment.

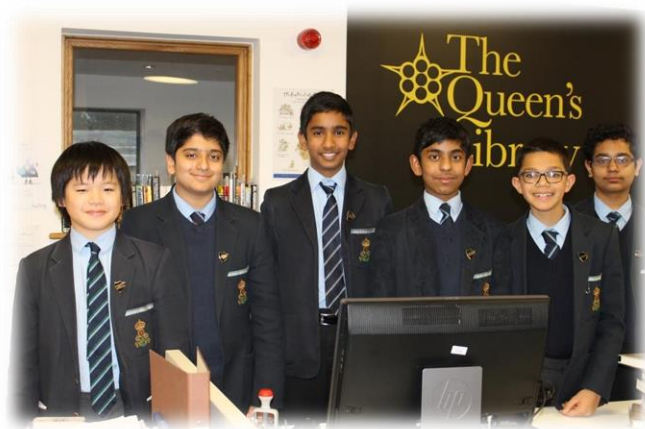
The facility fosters independent study by providing a quiet environment in the heart of the School in which there are 96 computer terminals, as well as plenty of desk space. Sixth-Formers may use the Library throughout the School day, whilst at lunchtime it is popular with younger boys, who come to borrow books, read quietly or do their homework. The Librarian runs an after-school club that is open to boys from all years for silent, independent study.

We stock a wide range of fiction, which continues to grow. This is tailored particularly to encourage the boys to read for pleasure; research has clearly demonstrated the academic and developmental advantages of recreational reading, and the Librarian is keen to support boys in finding something that they will enjoy.



**During the 2017-18 year boys borrowed some 23,500 books from the Queen's Library.**





Boys are also supported to develop skills of authorship, with the School benefiting from having both a Poet in Residence and a Writer in Residence who help unleash boys' imagination by providing workshops in poetry and creative-writing respectively.

Other extra-curricular activities include the Kids Lit Quiz team, film club and the Baker Street Club (a society inspired by Sir Arthur Conan-Doyle's Sherlock Holmes).



Our non-fiction section is also developing quickly. Stock from the departments' own collections was catalogued and moved into the Library in its first few months. The School is now working to create an outstanding research collection for every subject, supported by donations from Old Elizabethans and other supporters of the School. We have an up-to-date selection of 'extended reading' materials, which aims to broaden and deepen boys' academic interests, challenging them to move beyond the syllabus. This is particularly useful for Sixth-Formers preparing for university interviews. There is also a careers section, with advice and information on university courses, gap years and the world of work.



The Library is not just a physical space, however. It has its own virtual presence on eQE, with a sophisticated online catalogue that boys can access at home and in School to keep track of their loans, reserve books, write reviews, and obtain suggestions for further reading. Boys and staff are able to directly inform acquisitions through the 'request a book' facility, whilst the resources section offers a wide range of educational links, suggested lectures, videos and recommended reading lists for each subject area.

Boys can get directly involved in the Library by becoming a pupil librarian. The team works closely with the Librarian, volunteering for lunchtime shifts on the circulation desk, assisting users, writing book reviews, and shelving books. They are thus given real responsibility and the opportunity to develop skills such as communication, customer service, and organisation, while even the process of applying for the role, which involves writing a letter and attending an interview with School Vice Captains and the Librarians, gives applicants valuable experience. Pupil librarians are encouraged to undertake a special project during their time in post and to work towards the Silver and Gold Library Awards.





## How to Apply

Covering letters, CVs and application forms should be submitted online at <https://www.qebarnet.co.uk/job-application-form/>

If you are unable to apply online please email your application to [recruitment@qebarnet.co.uk](mailto:recruitment@qebarnet.co.uk).

If candidates prefer to send their application by mail, it should be addressed to:

**Neil Enright**  
**Headmaster**  
**Queen Elizabeth's School**  
**Queen's Road**  
**Barnet**  
**Hertfordshire**  
**EN5 4DQ**

All applications will receive an acknowledgement of safe receipt.

**The closing date for applications is 0830 hours (GMT) on Monday 20 May 2019.**

The new Library Services Assistant will be expected to take up post in September 2019.

The interview process will also comprise a blend of formal and informal meetings. There will be an opportunity to meet with the current post-holder who is retiring at the end of the academic year.

The successful candidate will be able to demonstrate at interview:

- Excellent verbal and written communication skills.
- An interest in working with young people.
- A commitment to educational excellence and the ethos of the School that will help to ensure our pupils thrive.



**Queen Elizabeth's School is 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 & Barring Service. We are an equal opportunities employer.**