

May 2025

Dear Applicant,

Thank you for your interest in the post of **Library Assistant**.

The following documents will assist you in your application:

- College and Department information
- Job Description and Person Specification
- Benefits at Godalming College
- Support Staff Pay scale
- Application and Monitoring Form

Godalming College is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore, candidates must complete a full College application form and are required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. If you would like further details the College's Safer Recruitment, Data Protection and Safeguarding and Child Protection policies are all available on our website.

Completing and returning your application

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths in addressing the key responsibilities identified in the job description as well as against the criteria detailed in the person specification.

Please return your application form by e-mail as an attachment to hr@godalming.ac.uk

The closing date for receipt of applications is **Wednesday 4th June 2025 at 9am.**

Short-listing and interview arrangements

Since we may not be able to respond to all applicants, if you have not been contacted by **Friday 6th June 2025**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact HR if you would like to enquire about the progress of your application. **We plan to hold interviews at the College week commencing 9th June 2025 and will notify short-listed candidates as soon as we can after the closing date. Please confirm your availability on your application form.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young
Principal

Godalming College

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and we are delighted that the College was again rated Outstanding by Ofsted in November 2024.

The College currently employs around 250 teaching and support staff on both a full and part time basis.

In our 2024 Staff survey, 97.6% of staff said they were proud to be a member of staff at the College and 95.2% of staff would recommend working at Godalming College. The following quotes from members of our current team describe why they think our College is a great place to work:

"The sense of community, common purpose, and kindness to each other. The willingness to help each other, support each other and look after each other. We are proud to be continually improving - which is a signature of Godalming College".

"Godalming College is a fantastic, welcoming and inclusive place to work. I deeply enjoy being at work, and I think senior leaders and managers do a very good job of being approachable and understanding".

The success of Godalming College has at its heart community, with students from all walks of life enjoying a whole range of opportunities in a welcoming, inclusive and friendly environment. We have high expectations for our students, and they enjoy a vibrant and stimulating learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff.

We are very proud of our campus and facilities. We continue to invest in our facilities to ensure they remain of the highest quality for our students and staff. As well as its bespoke teaching blocks, the College has a Media suite, Science labs, Dance, Drama and Music studios, Netball and Tennis courts and an 11-acre site for Rugby and Football pitches, as well as onsite in-house catering provision. We are currently in the process of expanding our social space for students with an extension to the Student Hub due to be opened this April.

The College is within walking distance of Godalming town centre and the railway station, is easily accessible from the A3 and provides free car parking with EV charging stations for staff.

The College year runs for a period of twelve months from 1st September-31st August although the official start of the Autumn term varies. In 2025, the Autumn Term will begin on 26th August for all staff.

Full-time teaching staff have a time-tabled teaching commitment of 23.5 hours plus almost 9 hours directed time per week. Part-time staff will normally be appointed for a pre-determined number of time-tabled hours with an additional proportionate directed time element. In addition, a teacher will be expected to work such additional hours as may be needed to discharge their duties effectively including, in particular, the marking of student work, the writing of reports on students, preparation of lessons, teaching material etc.

Teaching salaries are paid according to the Sixth Form College Teachers' pay spine and the Godalming College Single Leadership spine, depending on previous teaching experience. The Academy Trust Board reviews salary scales against any nationally determined pay agreements on an annual basis, the changes being implemented from 1st September. Incremental progression is subject to satisfactory performance review. The current pay spine is included in this application pack as is an infographic of the additional benefits we offer.

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical clearance, right to work in the UK check and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

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The Independent Learning Centre

The aim of the Independent Learning Centre is to support students with their studies, research and revision. The Library is open to all students five days a week during termtime and is a very popular place for quiet independent study as well as for small groups of students working together on the first floor of the Library.

The team currently comprises the ILC Manager, a Silent Study Supervisor and Library Assistants, all of whom work well together sharing the cataloguing, processing and issuing of books via the Heritage Library Management system as well as helping to maintain a welcoming and studious environment for our students.

The Independent Learning Centre is very well resourced with over 26,000 books, which includes a wide range of texts appropriate to the subjects taught and an extensive online library of e-books and websites.

The first floor has 74 networked computer terminals plus 58 additional workstations, many with sockets for laptops. The supervised Silent Study area on the second floor is for silent study and has 96 networked computers.

The role of Library Assistant

The College is looking for a new Library Assistant on a part-time basis to join our existing team of experienced Library staff to provide support to our students in the ILC and during study sessions. This is a permanent, term time only role on Monday 8.15am-2pm (including a 30 minute paid break), Tuesday 8.15am-5pm (including a 30 minute paid break and a 1 hour unpaid break), Wednesday 8.15am-2pm (including a 30 minute paid break), Thursday 9.15am-2pm (including a 30 minute paid break) & Friday 10am-2:30pm (including a 30 minute paid break).

The salary for this role is based on point 20 of the Godalming College Support Staff pay scale which is currently £25,096 per annum inclusive of fringe (September 2024 pay scale). For this role based on the hours and weeks worked (28.5 hours a week, 39 weeks TTO) the actual salary would be £16,814.32.

This is an exciting opportunity to join a successful team that enjoys helping and supporting all students with a wide range of information requests. You will also have contact with teaching staff and other support staff and will assist them with book queries and ensure they are aware of our many online resources. The following job description will give you more detail on the role, whilst the person specification will indicate the qualifications and experience required for this post.

JOB DESCRIPTION

Job Title: Library Assistant

Line Manager: Head of ILC Services (Independent Learning Centre)

Summary of Job

To provide Library administrative support service to Godalming College and to maintain that service to a high standard to enable the provision of quality education.

Responsibilities

The Library Assistant will be responsible to the Head of ILC Services for:

- The input of data into the Heritage Library Management computer system (training will be provided)
- Assisting staff and students with routine Library enquiries
- Assisting students with routine computer enquiries
- The welcoming of visitors to the Independent Learning Centre (ILC) Library
- Routine administration
- Good order and maintenance of Library stock
- Checking online resources
- The operation of reprographic and photocopying equipment
- To take messages when the Independent Learning Centre Library Manager is not available
- The maintenance of files and other records in accordance with College policy
- Tidying the Library and ensuring books are shelved correctly
- Manage overdue books and associated spreadsheets
- Maintain journal records and contact vendors

The Library Assistant will undertake other duties as agreed between the post-holder and the Head of ILC Services.

This job description may be varied according to the needs of the College from time to time.

Person Specification

Essential criteria;

- A good general education
- Good interpersonal skills and the ability to communicate effectively
- Good keyboard and IT skills, particularly knowledge of Excel
- Good administration skills
- A good affinity with young people in the 16-19 age range and an appreciation of the challenges and behaviour that may be associated with them

Staff Benefits:

Health & Wellbeing



College Gym

The College has a high specification gym based in our sports centre, staffed by a certified Personal Trainer, which is available for staff use.



Free Flu jabs

Staff are invited to have a free yearly flu jab by a visiting Pharmacist organised by our onsite Health and Wellbeing Co-ordinator who is also able to support staff with health and wellbeing advice and support.



Employee Assistance Programme

The College provides an Employee Assistance Programme (EAP) to all staff which is available 24 hours a day, 365 days year. This offers in the moment support and counselling for home-life and work related issues as well financial and legal support, specialist information and signposting services.



Canteen

The College employs its own team of in house caterers who provide delicious and inexpensive hot and cold food across a number of outlets, including a Starbucks and a Costa with a weekly menu of favourites and staff pre-ordering service available.



Training and Development

The College invests heavily in staff training and development and has a designated Staff Development and Wellbeing Lead who supports induction, identifies and addresses staff training needs and is responsible for social activities across the College.

Financial



Pensions

Eligible employees will be automatically enrolled in the Teacher's Pension Scheme (Teachers only) or the Local Government Pension Scheme (Support Staff only) unless they choose to opt out. These are well funded schemes with generous Employer contributions. Full details can be found on the relevant websites.*



Car parking

There is free on site parking for staff.



Cycle to Work scheme

The College is partnered with Cyclescheme.co.uk and staff have the opportunity to purchase a tax-free bike including electric bikes with a generous £3,000 upper limit.

Term Dates 2025-26

Autumn Term	2025	Half Term	Bank/Public Holidays
Start Date	Tuesday 26 th August	Wednesday 22 nd October to Friday 31 st October	Monday 25 th August
End Date	Friday 19 th December		Thursday 25 th December Friday 26 th December
Spring Term	2026	Half Term	Bank/Public Holidays
Start Date	Monday 5 th January	Monday 16 th to Friday 20 th February	Thursday 1 st January Friday 3 rd April Monday 6 th April
End Date	Friday 27 th March		
Summer Term	2026	Half Term	Bank/Public Holidays
Start Date	Monday 13 th April	Monday 25 th May to Friday 29 th May	Monday 4 th May Monday 25 th May
End Date	Friday 10 th July		

2025/26 - Godalming College

Autumn Term	Tuesday 26 th August	-	Friday 19 th December	76 days
Spring Term	Monday 5 th January	-	Friday 27 th March	55 days
Summer Term	Monday 13 th April	-	Friday 10 th July	59 days
				190 days

Godalming College Support Staff Payscale September 2024

Additional Surrey Allowance on all points of £1289 per year

Scale 1	18	23181
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Scale 2	19	23340
	20	23807

Scale 3	21	24190
	22	24589
	23	25011
	24	25810
	25	26690

Scale 4	25	26690
	26	27560
	27	28432
	28	29302

Scale 5	29	30146
	30	30990
	31	31984
	32	32970

Scale 6	33	34067
	34	35192
	35	36317
	36	37438

Senior Officer	37	38459
	38	39480
	39	40503
	40	41523
	41	42546

Management 1	42	43569
	43	44590
	44	45715
	45	46840
	46	47960

Management 2	47	49084
	48	50314
	49	51437
	50	52658
	51	53886

Management 3	52	55111
	53	56338
	54	57569

Management 4	55	58824
	56	60107
	57	61422
	58	62766
	59	64137
	60	65540

Management 5	61	66972
	62	68436
	63	69932
	64	71460
	65	73024

Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.

Full time working hours are 36.42 per week.

To calculate pro-rata payments

Hours x weeks x annual salary divided by 1659

Example: point 20 = £23,807 + £1,289 = £25,096

36.42 hours per week x 39 weeks per year = 1420

1420 x £25,096 divided by 1659 = £21,480.60 pa = £1,790.05 gross per month paid for 12 months

Hourly rate calculation

Full time annual salary / 365 x 7 /

36.42