

# JOB PROFILE

## LIBRARY ASSISTANT (PART TIME)

To start: April 2024



Luckley  
HOUSE SCHOOL



# LIBRARY ASSISTANT (PART TIME)

## OVERVIEW

The Jubilee Library, opened in 2002, is a stunning space comprising of an open plan area and a mezzanine floor that is for use exclusively by Sixth Form pupils. We have over 7000 books and a number of periodicals. Our resources include fiction, non-fiction, poetry, short stories, quick reads, graphic novels and study guides. The library is staffed by a part-time Library Manager and the part-time Library Assistant.

We welcome students into the library before school, during break, lunch and after school for supervised prep.

Staff and Students can log in to their library account via our online catalogue, Reading Cloud, and search, reserve and renew items remotely.

Years 7-9 have fortnightly Library Lessons where they are inspired by the Librarians to try new books and authors.

We place great emphasis on reading for pleasure and are constantly encouraging our students to read by various initiatives throughout the year including the Summer Reading Challenge, the House Reading Challenge, World Book Day events and author visits.

**To start:** April 2024

**Terms:** Monday to Friday 12:30 - 16:00  
Permanent  
Term time only plus INSET

**Salary:** £22,136 FTE (pro rata £8,727) per annum

## NON-CONTRACTUAL BENEFITS

- School's Pension scheme with a generous employer's contribution as well as a death in service benefit
- Staff discount on basic tuition fees subject to the member of staff's child(ren) meeting the entrance requirements
- Staff carpark
- Employee Assistance Programme (EAP)
- Free lunches during term time
- Use of the school gym.

**Closing date: Friday 8 March 2024 (noon)**

(Early applications are encouraged as we reserve the right to interview and appoint before the closing date)



# JOB DESCRIPTION

**Job Title:** Library Assistant

**Job Purpose:** To assist in promoting the library service to encourage full use by both staff and pupils.

**Accountability:** To the Deputy Head (Academic)

## Main Responsibilities

1. Promotion of the library service to encourage full use by both staff and pupils by supporting a range of library-based activities. This includes library lessons, involvement in induction/transition days for new pupils and attendance at Open Day events.
2. Issuing and returning of the library's stock, shelving stock and keeping the library in good order.
3. Maintain an awareness of books currently being published for young people and use this knowledge to contribute to the promotion of reading for pleasure within school.
4. Process new stock and provide support for the cataloguing of new material to the library collection.
5. Create and maintain displays in the library.
6. Assisting with teaching programmes especially those developing literary and information handling skills.
7. Working with the Librarian to select and acquire library materials for subject departments to use with specific courses; acquiring information about and utilising local and national library networks and relevant 'on-line' services.
8. Supervising the school Library including administration, security and control of pupil behaviour.
9. Ensuring that pupils are able to use the school library facilities to their maximum potential, and evaluating the use and effectiveness of the services available.
10. Observing the law of copyright.
11. Supervising pupils within the Library including pupils timetabled on private study.
12. To enhance CPD, participation in School Librarian networking group meetings.
13. Participation in professional development programmes and annual review so as to help maintain and improve the ethos and performance of the whole school for the benefit of the students.
14. Any other duties within the general scope of the job, which may from time to time be required.

# PERSON SPECIFICATION

ESSENTIAL    DESIRABLE

QUALIFICATIONS		
GCSE Grade C or above in English and Mathematics, or Level 2 equivalent qualification.	✓	
A recognised library qualification.		✓
SKILLS		
Excellent interpersonal skills and the ability to build relationships with a variety of stakeholders.	✓	
Excellent written and oral communication skills and meticulous attention to detail.	✓	
Ability to manage multiple projects/events and plan, organise and determine own workload to meet tight deadlines.	✓	
Confident in using digital and social media platforms.	✓	
IT literate: experience of utilising ICT skills to access and retrieve information.	✓	
Knowledge and understanding of library and information skills.	✓	
PERSONAL QUALITIES/DISPOSITION		
Ability and willingness to support colleagues.	✓	
Ability to assume responsibility for your own work.	✓	
A proactive attitude and ability to use own initiative.	✓	
A flexible attitude to work to meet the demands of the role.	✓	
BACKGROUND/EXPERIENCE		
Experience of working to effective administrative processes.	✓	
Experience of working with young people.		✓
Experience of working in a library in a school, public, college or university setting.		✓
OTHER		
A commitment to safeguarding and promoting the welfare of children and young people.	✓	
A strong commitment to the principles of equality, diversity, and inclusion.	✓	
Empathy with the Christian ethos of the School.	✓	

## WHAT OUR STAFF SAY.....

“When thinking of Luckley House School, there is one word in particular that comes to mind – community. This struck me when I first read the website, and was reinforced when I first visited the school. Suffice to say, that sense of community, and sense of belonging, was not unique to those two moments. I feel blessed to work with such an extraordinary group of students and staff, within an environment that fosters a sense of family and mutual respect.

As a school, Luckley really lives by its ethos – a set of pillars that very closely align to my own values. It is fantastic to experience and work within an organisation that is prepared to ‘walk the walk’ – and model attributes such as kindness, integrity and inclusivity. The students are fantastic, and are core to what the school stands for. I feel very privileged to work at Luckley House School, and would encourage any prospective staff member to consider applying. There is no school quite like Luckley!”

**James, Head of Science**

“I have just completed my first year at Luckley House School, which is also my first school after becoming a teacher.

Since starting at Luckley, I have had an incredibly positive and fulfilling experience. The friendly and welcoming staff created a supportive environment that made me feel valued and appreciated from day one.

It was important to me, that my first school was a place where I would be able to enjoy teaching and have the support around me to be the best I can be and Luckley has absolutely been that place.

I look forward to the future, knowing that I am part of a school that values and supports its teachers.”

**Niall, Teacher of PE**



“I have been at Luckley for just over a year now and have enjoyed every minute of my time here. The School has such a warm, friendly atmosphere which nurtures an environment where everyone (pupils and staff) have a real opportunity to succeed, with total support from the Leadership Team. Not only do they want what is best for the School, they also want to support individuals to achieve their own personal goals.”

**Clare, PA to the Head**

“As Housemaster of our boarding provision, and having come from boarding schools previously, I can honestly say that boarding at Luckley House is something unique and special with a robust flexible provision that allows our day students to be part of the boarding community alongside our weekly and full boarders. With a mix of UK and international students in boarding, we have a small but dynamic community that is fully integrated into school life in all aspects.

My first year at Luckley has without question been a fantastic experience due in every way to the students and staff all of whom it is a real pleasure to work with.”

**Adam, Housemaster**

## HOW TO APPLY

For further details, please contact HR on 0118 974 3223 or via email [Recruitment@luckleyhouseschool.org](mailto:Recruitment@luckleyhouseschool.org)

An application form is available on the School's website [www.luckleyhouseschool.org](http://www.luckleyhouseschool.org)

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