



NOTTINGHAM  
HIGH SCHOOL

# CANDIDATE INFORMATION PACK

## LIBRARY AND STUDY CENTRE MANAGER

*To start January 2025*



## COME AND JOIN US!

Nottingham High School has a vacancy for a Library and Study Centre Manager to join the School in January 2025.

Completed application forms should be sent electronically to [jobs@nottinghamhigh.co.uk](mailto:jobs@nottinghamhigh.co.uk) no later than **4pm on Wednesday 06 November 2024**.





# THE SCHOOL

We are a School with a rich history dating back to 1513, we pride ourselves on developing happy, confident and driven students with a love of learning.

Nottingham High School is not your average School, we have a very strong academic reputation and achieved the best examination results in the region last summer. We won the Co-Education Independent School of the Year award in 2022, were named the East Midlands Independent Secondary School of the year 2023, East Midlands Secondary School of the Decade by The Sunday Times Good Schools Guide 2021 and ranked first for academic results in the East Midlands by The Sunday Times Independent Schools Guide in 2022.

The High School is an independent day school (HMC) for boys and girls aged 4 to 18. Our Junior School, Senior School and Sixth Form are based on-site at Waverley Mount and our Infant School is based across the road at Lovell House.

The Infant and Junior School (ages 4-11) has over 330 students. There are approximately 820 students in the Senior School, with a vibrant Sixth Form of over 240. The School's move to co-education has been a great success with 375 girls in the School, with further significant growth planned in future years.

Students come from a wide range of backgrounds and the School is committed to maintaining a representative entry, supporting this with generous bursary and scholarship funds. Together, these mean that about a tenth of Senior School students receive some form of financial assistance. Entry is by competitive assessment in the Spring Term.

Our support staff are a vital part of the School's success, we work hard to make Nottingham High School a place where people love to work. Our teachers and support staff work closely to achieve the aims and objectives of the School. The Nottingham High community is at the heart of our culture.

# VIRTUAL TOUR

Take a look inside our Schools!

[Infant School tour](#)

[Junior School tour](#)

[Senior School & Sixth Form tour](#)





# LIBRARY

Our well-resourced Library is situated in the oldest part of the Senior School and is generously proportioned, with separate accommodation for both Upper and Lower Schools as well as our Archive holdings. It provides a calm and conducive environment for study and reading.

The Library provides up-to-date books, cutting edge e-resources, foreign language and popular DVDs, supporting both recreational and hobby reading alongside extended reading for curriculum subjects and research. Providing daily newspapers and a selection of magazines and journals encourages engagement with current affairs and new developments in Science, IT, Art and Sport.

We also have a separate library provision in Lovell House Infant School and our Junior School, both of which are well-stocked and well-used by our younger pupils.

# THE ROLE

## Primary Purpose

The Library and Study Centre Manager (LSCM) will work in the Senior School (11-18) in our newly-refurbished Library space. The School seeks a person who is approachable and willing to engage with students and staff; a friendly and welcoming manner is essential. The LSCM will work directly with students on a 1:1 basis and in small groups, as part of the overall pastoral and academic support available to students at the school.

## Duties and responsibilities

The LSCM will manage and supervise the Study Centre at the Senior School and ensure full access to a wide range of physical and online resources to support learning. In addition, they will manage the reading for pleasure library at the Senior School, creating an inviting and cosy atmosphere and supporting staff and students to make full use of this excellent facility.

## Resource Management and Development

- Ensure that the Study Centre and reading for pleasure libraries are tidy and sufficiently stocked with materials.
- Managing the work of the Library Assistant to ensure the most productive use of their time.
- Liaising with the Infant and Junior School, including the Deputy Head Academic and Reading Champions, where required.
- Managing the work of student volunteers in the library and Study Centre as required.
- Establishing fresh and modern displays in the library which change regularly to remain appealing to staff and students. Organising the Book of the Month and other promotions such as “A blind date with a book” to keep reading for pleasure fresh amongst students and staff in the Senior School.
- Be responsible for arranging suitable, appealing author visits as required during the year.



# THE ROLE

## Resource Management and Development continued..

- Managing the stock of the library to ensure that resources (both physical and online) remain useful and relevant. Keeping up to date with newly published works and purchasing items at the request of staff or students as appropriate. Linked to this is the management of the library annual budget and keeping track of expenditure.
- Evaluating new stock to ensure its suitability and availability to students in a timely manner and to ensure that students are borrowing books which are appropriate to their reading age.
- Promptly dealing with book issues and returns to ensure that they are back out in circulation.
- Ensuring the good condition of stock and managing the donations of old stock to charities where this is possible.
- Regular checking of the Library Management System to ensure that this accurately reflects the stock held.
- Spearheading the Y7 reading challenge and lead on the Form Reading programmes for Years 8-10, including the management of the stock for this programme and the bi-annual issue of books to students.
- Managing the stock and new purchases of library items for the Junior School library, and managing the work of the Library Assistant in their time spent at the Junior School throughout the day.

## Promoting Research Skills

- Working closely with Heads of Department to ensure that wider reading list resources are available to students, and following up with students directly if they are not engaging with these materials, as required.
- Supporting students in their academic research in the library, such as assisting them to locate the correct resources (digitally or in print).

## Promoting Study Skills

- Regular contact with and close liaison with the Learning Support coordinator to best support students with SEND needs in their use of the Study Centre and Library.
- Working closely with students to support them in using their study periods effectively in the Study Centre.

## School Context

- Active supervision and day-to-day running of the Study Centre space within the library. Where required this will include taking a register of students attending in a study period.
- Carrying out inductions to the library and Study Centre for new students to the school.
- Working closely with the Senior Tutors (11-13) and the Assistant Head (Head of Sixth Form) to support the pastoral and academic supervision and support of students in these year groups as they use the Study Centre space.
- Establish and lead a range of exciting Book Clubs for students at the Library as part of the thriving Co-curricular programme at Nottingham High School.
- Planning and delivering library lessons, in collaboration with the English Department.
- Undertake a marketing role in showing prospective students and families around the library, ensuring that they leave with a good understanding of the service and resources available.
- Liaising closely with the English Department to lead on the KS3 reading programmes and buddy reading schemes.



# THE PERSON

## Person Specification

- Educated to degree level or equivalent, or with relevant experience in a library setting
- A library qualification or chartership is not essential for this post
- Experience of working in a library and/or study centre environment. Experience with a library management system would be desirable.
- Budget management experience would be desirable.
- A passion for books, reading, and young person's literature is key.
- A passion for working with young people to support them in making their studies more productive, and a willingness to be an approachable face for students seeking to use the space.
- Good attention to detail
- Strong IT skills
- Ability to organise workload and workspace and prioritise tasks successfully
- Ability to plan and demonstrate flexibility to deviate in a busy student-centred environment
- Use of good judgement to recommend age-appropriate material
- Excellent people skills with the ability to deal patiently with students and staff

## Working Hours and Salary

- 37.5h working week spread over 5 days per week with working hours of 8.00-4.00pm.
- Term time only (including INSET days) + 2 additional weeks, most likely to be worked immediately before the start of the academic year and immediately after the end of the summer term in order to manage stock effectively.
- The salary for this post will be established dependent on the experience of the candidate.



## SAFEGUARDING

### Child Protection

Nottingham High School is committed to doing all it can to ensure the safety and wellbeing of its students.

All adults who work at the School must recognise that there is an absolute duty to respond to any issues that are brought to their notice and as such, this post is subject to an enhanced DBS check. The post holder's responsibility for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. Any safeguarding concerns must be reported to the School's Designated Safeguarding Lead.

Mandatory training in safeguarding children is given to new members of staff.

All posts in School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

As a part of our pre-employment checks, your past and current employers will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although a current employer may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.

## BENEFITS OF SERVICE

### Professional Development

The High School believes in, supports and resources an extensive system of continuing professional development and all teachers and non-teaching staff participate throughout their careers. The School has developed an Appraisal Scheme for all staff. Each member of staff has a Line Manager with whom they have Professional Review or appraisal meetings for their individual personal development. In this case, the Senior Librarian is the line manager.

### Working Environment

This is an enjoyable and stimulating place to work. We offer a wide and varied range of staff benefits including free refreshments and school lunch during term time. Staff organise a series of social events during the year including an annual Christmas event. Many of the facilities of the School are open to staff and their families, including the gym and swimming pool.

Eligible employees who have children in the School currently benefit from some remission of fees in accordance with School policy, at the discretion of the Governors.

### Living in Nottingham

Good quality housing in Nottinghamshire and the surrounding counties is affordable and as a result many of our staff have a good choice of areas to live in and experience a good quality of life. Most live within a twenty-minute commute of school. There are many attractive villages surrounding the city as well as good quality housing in the city. In the centre there has been considerable development of high-quality apartments.

The School is well served by public transport and is on the tram network. In addition, there is car parking available on site.



## HOW TO APPLY

### The Application

Candidates should complete the School's application form electronically and email this to [jobs@nottinghamhigh.co.uk](mailto:jobs@nottinghamhigh.co.uk). Applications will only be considered from candidates completing the form in full. We will acknowledge receipt.

Before interview, we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

### Equal Opportunities

Nottingham High School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community.

The High School recognises its responsibility to treat equally each person who comes into contact with the School. All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

The School is committed to Diversity and Inclusion. Our statement on this can be found [here](#) on the School website.

### Informal Queries

If you have any questions about this role prior to applying, please email [jobs@nottinghamhigh.co.uk](mailto:jobs@nottinghamhigh.co.uk) and we will be pleased to assist you.



## INVITATION TO INTERVIEW

### Interviews

It is intended that interviews will be held in School on Monday 11th November 2024.

At interview all candidates must bring with them or be able to show certificates confirming any education and professional qualifications that are necessary and relevant to the post. Where originals or certified copies are not available, candidates must provide written confirmation from the relevant awarding body.

In addition, all candidates need to show their birth certificate & valid passport to confirm their identity. Originals of these documents are required, we cannot accept photocopies. If you are being interviewed online a member of the HR team may ask to see your documents on screen before your interview starts.

### Background Checks

The School reserves the right to obtain formal or informal background information about an applicant to determine whether they are suitable to work at the School. This will include online searches on shortlisted candidates. The online searches the School carries out may include searches of internet search engines and websites using three means of identification related to the individual.

Online searches will only be carried out at the shortlisting stage. The School will not carry out online searches as part of its initial sift of applications. All applicants for a role at the School will be treated consistently with regard to online searches.

Online searches will be undertaken by a person who will play no other part in the recruitment process (including the shortlisting exercise) or the appointment decision. In carrying out online searches the School is looking for any publicly available information about an applicant that:

- may be relevant to their suitability to carry out the role for which they have applied;
- may be relevant to their suitability to work at the School or in an education setting;
- is of a safeguarding nature; and/or
- may have an impact on the School's reputation (whether positive or negative).

### Pre-employment checks

Any offer of employment will be conditional upon:

- receipt of satisfactory references
- verification of identity and qualifications
- evidence of the right to work in the UK
- a Barred List check
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to HR) and a Staff Suitability Self-declaration
- where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with DfE Circular 4/99