

## POST TITLE

Library Assistant (Maternity Cover, Term-Time)

## RESPONSIBLE TO

Acting Head of Library Services

## MAIN PURPOSE OF JOB

Supporting the Acting Head of Library Services to provide a high-quality service to our staff and students.

## SAFEGUARDING STATEMENT

*All staff working in the School will have some contact with children and will therefore be in regulated activity. Staff with teaching duties will be responsible for the pupils that they teach and may also have additional specific pastoral or other responsibilities for other pupils they do not teach. In addition, all staff will regularly interact with pupils who may seek assistance or otherwise interact with them whilst moving around the School. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with the School's safeguarding policies and procedures at all times.*

*The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.*

*Lady Eleanor Holles is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).*

**LEH**  
LADY ELEANOR HOLLES







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Lady Eleanor Holles was founded in 1710, originally situated in Cripplegate. Now located in Hampton, the current premises were purpose built in the mid-1930s, set in 24 acres of grounds. LEH is one of the oldest and most distinguished girls' schools in the UK. It offers bright girls aged 7 to 18 a well-rounded and challenging education in a happy, purposeful environment, preparing them well for higher education and their future lives.





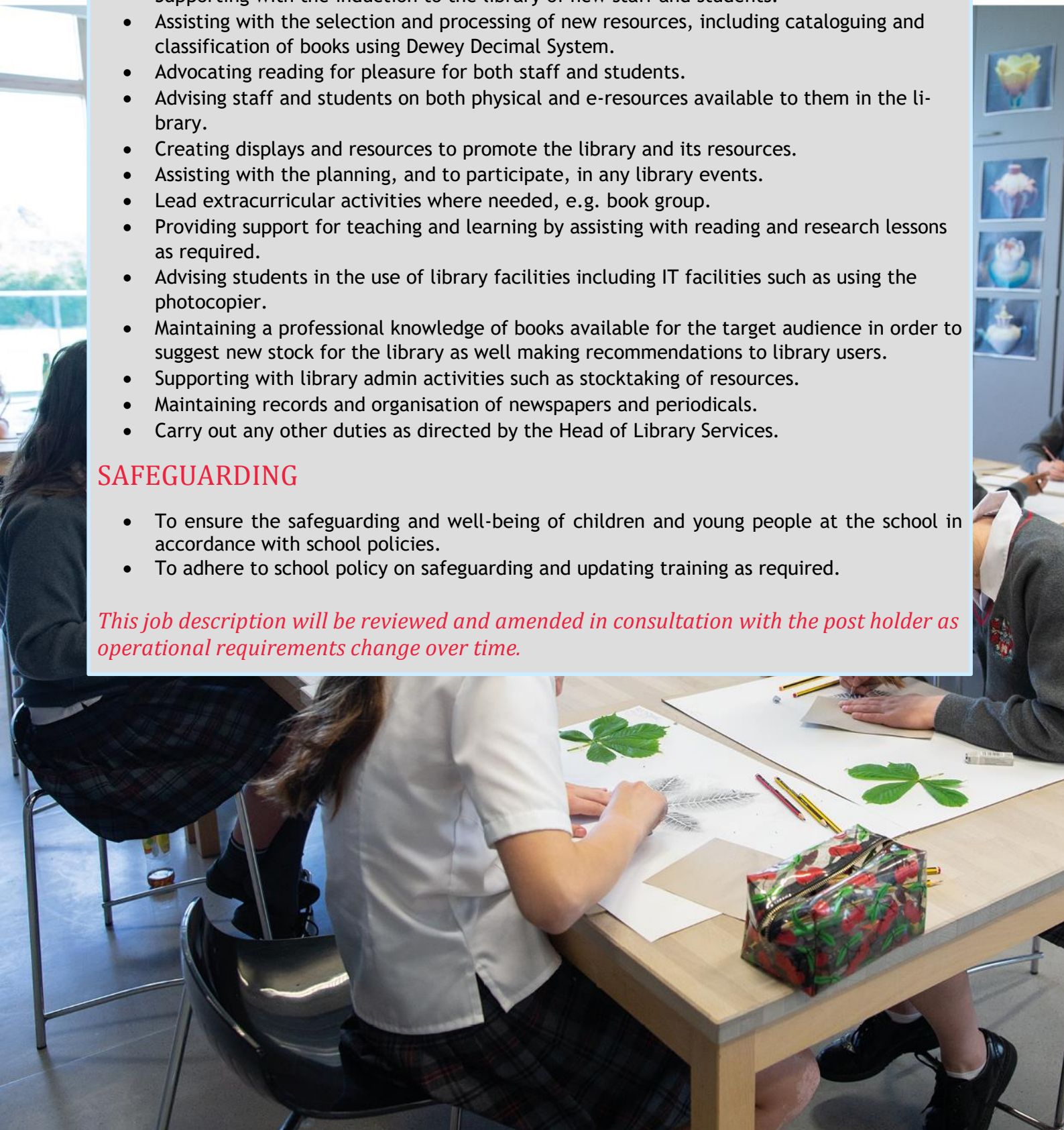
# MAIN DUTIES AND RESPONSIBILITIES:

- Assisting staff and students with searches for material.
- Supervising students during recesses and private study as required, including after school.
- Assisting with general library duties: shelving, book circulation, reservations etc.
- Maintaining a tidy environment, ensuring books are kept in classification order.
- Supporting with the induction to the library of new staff and students.
- Assisting with the selection and processing of new resources, including cataloguing and classification of books using Dewey Decimal System.
- Advocating reading for pleasure for both staff and students.
- Advising staff and students on both physical and e-resources available to them in the library.
- Creating displays and resources to promote the library and its resources.
- Assisting with the planning, and to participate, in any library events.
- Lead extracurricular activities where needed, e.g. book group.
- Providing support for teaching and learning by assisting with reading and research lessons as required.
- Advising students in the use of library facilities including IT facilities such as using the photocopier.
- Maintaining a professional knowledge of books available for the target audience in order to suggest new stock for the library as well making recommendations to library users.
- Supporting with library admin activities such as stocktaking of resources.
- Maintaining records and organisation of newspapers and periodicals.
- Carry out any other duties as directed by the Head of Library Services.

## SAFEGUARDING

- To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.
- To adhere to school policy on safeguarding and updating training as required.

*This job description will be reviewed and amended in consultation with the post holder as operational requirements change over time.*



## Person Specification

Key Skills, Knowledge, Experience	Essential	Desirable	Assessment Method Application Form/ Interview/ Reference
Previous relevant professional experience	✓		AF / I / R
Previous experience of working in a school setting		✓	AF / I
Ability to work on your own initiative and be organised and methodical	✓		AF / I / R
Team player, able to work co-operatively with staff and students and be prepared to assist with appropriate tasks as directed	✓		AF / I / R
To be very organised and calm under pressure	✓		AF / I / R
Good IT skills, including use of library management systems	✓		AF / I / R
Knowledge of literature - especially for teenagers and young adults	✓		AF / I







## MAIN TERMS OF APPOINTMENT

### Hours of Appointment

This is a temporary maternity cover position for 1 year, term-time only (34 weeks a year, inclusive of INSET days). The working hours are 37.5 per week, 8.30 am - 5.00 pm, Monday to Friday. This does not include a one-hour lunch break, which is unpaid.

### Notice Period

During the 6-month probationary period, the period of notice will be two weeks on either party. After a successful completion of the probationary period, the notice will be 2 months or the statutory minimum, whichever is greater.

### Salary

The salary for this role will be £16,797 pro-rata (0.73 FTE), based on a full-time equivalent salary of £23,010 per annum.

### Holiday Entitlement

You will be entitled to paid holiday and bank holidays pro-rata to that of a full-time post (20 days leave, plus 8 days' bank/public holidays per annum). Your salary is calculated to cover your weeks of work and your holiday entitlement. As this is a term-time only post, you are not entitled to take any annual leave during term time.

### Pension

Non-teaching staff may join The Lady Eleanor Holles School's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.



## Other Benefits

- Membership of LEH Group Pension Scheme (with life assurance) for non-teaching staff
- Free lunches, tea and coffee
- Health cash plan
- Generous occupational sick pay scheme
- Occupational Health Service
- Learning and development opportunities, including financial support for postgraduate study
- Cycle to work scheme
- Free car parking on site
- Library facilities open to all
- Use of 25-metre swimming pool at specified times
- Use of School sports facilities when available
- Staff receive free or reduced price tickets to attend the excellent school drama and music productions
- School fee reductions for LEH; the school also has an arrangement for fee reduction at Hampton School for boys.
- The school offers a rent or mortgage allowance subsidy for new permanent teaching/non-teaching staff who are at the start of their careers or relocate to the area in order to take up the post.

## Statutory Checks

**An offer of employment is conditional on the following:**

- Sight of your passport and verification of Right to Work in the UK
- Sight of your birth certificate
- Sight of two other forms of I.D. e.g. driving license with paper counterpart, recent utility bill/bank statement showing home address (and dated within 3 months)
- Sight of the original of your marriage certificate (if applicable)
- Sight of the originals of your relevant qualifications
- A check of the Barred List/List 99 check
- A satisfactory enhanced DBS criminal record check
- Satisfactory completion of a Medical Questionnaire
- Check of employment history (including satisfactory explanations for any gaps)
- Satisfactory replies from your nominated referees.
- Overseas checks (where applicable)







An application pack is available from the School's website by [clicking here](#). Applications must be made on the School's own form and should be sent to [personnel@lehs.org.uk](mailto:personnel@lehs.org.uk)

**The closing date is noon on Friday, 31<sup>st</sup> December 2021.**

**CVs will not be considered and should not be submitted.**

The Lady Eleanor Holles School  
Hanworth Road, Hampton, TW12 3HF  
Tel: 020 8979 1601 [personnel@lehs.org.uk](mailto:personnel@lehs.org.uk)  
Registered charity no. 1130254

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