



# Dulwich Prep & Senior



## ASSISTANT LIBRARIAN (Part-Time)

Candidate Information

# ABOUT US

Located in Dulwich, a picturesque village known for its exceptional schools and abundant open spaces, our school benefits from its proximity to one of the world's most cosmopolitan cities.

We are situated across two sites covering 29 acres, including extensive sports fields and woodland, which enables the school to offer a unique blend of a country atmosphere in a suburban setting.

Dulwich Prep & Senior has been a leading preparatory school in England since 1885. Throughout the years, countless boys and Nursery-aged girls have benefited from our school's rich history and forward-thinking approach. We have always embraced change, kept pace with pedagogy and technology, and, most importantly, are passionate about each pupil and staff member's individual journey.

As the UK's largest boys' independent preparatory school, we enrol over 800 pupils aged 2 to 13. Our selection process is twofold: we look for pupils who generally rank in the top 20% nationally based on standardised tests, but more importantly, we seek children who will thrive and make the most of all that our school has to offer.

We take great pride in inspiring excellence with our Values ethos permeating every aspect of our curriculum and co-curricular activities.

Academic excellence is a top priority, with 12 essential skills taught for success in education and beyond. Along with the Values, these 20 attributes empower boys to thrive in any future they choose. Expectations are high! We develop independent thinkers who make decisions based on empathy and compassion, which leads to their success and resilience.

Our Governors play a crucial role in maintaining Dulwich Prep & Senior's position in a competitive market. Their expertise allows us to provide an innovative and challenging curriculum alongside a high-quality learning environment, by attracting excellent staff, implementing up-to-date technology, and continuously improving our modern facilities.

Dulwich Prep & Senior provides a well-rounded education focusing on academic excellence, character development, and personal growth. We strive to nurture boys to become confident, compassionate, and prepared to impact the world positively. For the boys attending this school, their journey goes beyond exam preparation; it prepares them for life.





# JOB DESCRIPTION

The Assistant Librarian will be expected to take an active role in promoting the school library in addition to day-to-day administration. They will work closely with the Librarian and teachers from all sections to ensure the library contributes effectively to the delivery of the curriculum and supports pupils in developing the skills necessary to use resources effectively. They will be required to keep abreast of new material and advise on suitable literature. They will also be required to have a high degree of organisational and excellent communication skills. This role reports to the Head of English.

## DUTIES & RESPONSIBILITIES

### SCHOOL LIBRARY & RESOURCES

- Be available during school hours to help pupils select, borrow and return books.
- Ensure that the library is tidy, with all fiction, non-fiction and reference sequences in order, and that all returned books are shelved.
- Maintain the physical appearance of the library stock, e.g. spine labels, date labels and dust jackets.
- Read as many of the new arrivals as possible.
- Provide guidance, assistance and advice to pupils and staff on information retrieval and reading materials.
- Supervise the loan and return of materials to staff and pupils.
- Monitor educational materials for use in school in order to identify examples of inappropriate material.

### PUPIL & STAFF INTERACTION

- Supervise and manage pupils' behaviour and take responsibility for student health and safety in the library.
- Organise and deliver library induction sessions for pupils on using library resources.
- Provide guidance and assistance to pupils and staff on information retrieval and reading materials.
- Respond to requests from children / parents / teachers for specific book recommendations.

### OTHER

- Supervise children who may be using the library because they cannot attend a lesson due to injury, etc.
- Invigilate any children undertaking exams in the library.



## GENERAL REQUIREMENTS

- Promoting and safeguarding the welfare of pupils for whom you are responsible and with whom you come into contact.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Actively promote positive, courteous relations with children, parents and colleagues.
- Promote the good name and reputation of the school.
- Adhere to school policies and procedures.

## TRAINING & DEVELOPMENT

- Regularly review your practice and, in collaboration with your Line Manager, set personal targets and take responsibility for your continuous professional development, fully participating in the annual performance review process.

## PERSONAL COMPETENCIES & QUALITIES

- Enthusiastic, friendly and uses initiative.
- Co-operative, helpful and accommodating with other team members and staff.
- Self-motivated and able to work without continual direction.
- Good attention to detail and accuracy.
- A proactive, 'can-do' attitude to all tasks.
- Consistently strives to maintain a high standard of work.

## KEY SKILLS & KNOWLEDGE

### ESSENTIAL

- Commitment to safeguarding and the welfare of pupils, including looking out for boys who use the library as a sanctuary.
- Excellent verbal and written communication skills.
- Excellent English, grammar, punctuation skills, and proofreading proficiency.
- Excellent proactive customer service skills.
- Keen interest in the library environment.
- Knowledge of young people's fiction and ability to match books to readers.
- Skills and confidence to instruct groups of pupils in library use.
- Can inspire pupils to read and encourage a love of books.
- Be able to ensure appropriate behaviour in pupils while maintaining a pleasant and welcoming environment.

### DESIRABLE

- Previous experience of working in a library.
- Experience utilising IT skills to access, retrieve, and organise information.
- Librarianship qualification, either a first degree or a postgraduate.
- Excellent organisational skills with knowledge of library systems.
- Strong IT skills.
- Experience of working with young people and meeting their needs and requirements.





# WORKING AT DULWICH PREP & SENIOR

Dulwich Prep & Senior is an inspiring and vibrant place to work. We have a large yet incredibly warm community of passionate teachers, inquisitive pupils, a hard-working and friendly support team and ambitious parents. Together, we create a supportive environment that is committed to achieving excellence.

Working at DPS means being part of a team that cares about your continued professional development and teaching journey. Whether you join us at the beginning, middle or end of your career, you will be guided, supported and encouraged every step to achieve your goals. For example, our CPD might involve training for whole school initiatives, going on 'Learning Walks' around the school, participating in a Lesson Study, or seeking further formal academic qualifications.

We are proud to be members of the Teacher Development Trust, which supports schools focused on innovation and evidence-based learning. In addition, we work with Initial Teacher Training institutions such as St Mary's University, Twickenham and The Cambridge Partnership to develop new teachers and keep up to date with the latest research and pedagogy.

Staff are encouraged to participate in as many of the vast array of sporting and drama activities as possible at the Prep. From all-nighter charity swims to Saturday park runs to our fabulous drama productions; there's always something going on at DPS, where hidden talents are celebrated.

## REMUNERATION

- Salary of £8,121 to £8,910 (based on a full-time salary range of £25,605 to £28,090).
- Generous defined contribution pension scheme.
- Life assurance and Income protection insurance (academic staff).
- Free school lunches.
- Enhanced sickness, maternity, paternity, and adoption pay entitlements.
- Free access to our School Counsellor and School Nurse.
- Cycle to work scheme.
- Wide range of professional development opportunities.
- School fee remission.
- Easter and Summer holiday camp discounts.
- Healthcare Cash Plan scheme.
- Employee assistance programme.

## TERMS & CONDITIONS

- 8.00am to 4.30pm (with a 30-minute unpaid break during the day) for two days per week.
- 36 weeks each year, to include all Dulwich Prep & Senior term time weeks, INSET days, plus a few days at the beginning and end of each academic year, as directed by your Line Manager.
- All INSET days, Open Days, Celebration Day and any other relevant events in the school calendar.
- Depending on the school's requirements at any time, these hours are subject to the terms and conditions of a Contract of Employment and to amendment by the Head Master from time to time.
- Staff may be called to perform other duties that the Head Master considers reasonable and commensurate with the grading and designation of the post.
- The first six months of this role will be a probationary period during which your suitability for the position will be assessed. The school reserves the right to extend probationary periods if it believes such an extension is necessary.

# STAFF BENEFITS

## HEALTH & WELLBEING



### Healthcare Cash Plan

- Medical, including dental and optical, treatment, access to a virtual GP, skin health tracker and the 'mProve' yourself App.

### Employee Assistance Programme

- Provides free and confidential advice, including up to eight face-to-face counselling sessions.

### School Counsellor & Nurse

- Access to School Counsellor and School Nurse during term time.

### Wellbeing Initiatives

- Sky Lounge, TGIF and staff room treats.

### Physical EXERCISE

- Discounted gym membership and Cycle to Work scheme.

### Meals & Refreshments

- Breakfast (for a small charge), Morning snack and lunch, coffee and tea, and plant-based milks available.

### Occupational Health

- Professional help to both staff and the school where work-related adjustments may be required.

## FINANCIAL WELLBEING



### Pay & Pension

- Generous pension scheme.
- Pay policy including regular benchmarking of our salary scales.
- Pension salary exchange scheme.

### Protection

- Life assurance.
- Income protection insurance (academic staff only).

### School Fees

- 25% discount, after which any further discount is means-tested.
- Easter and summer holiday camp discounts.

### Financial Support

- High street discounts.
- Emergency financial assistance.

## ADDITIONAL BENEFITS



- School laptop provided to staff (where relevant to the role).
- 175 teaching days per year (190 in the maintained sector).
- Smaller class sizes, great teaching resources and higher PPA time.
- Staff Accommodation may be available.

## FAMILY FRIENDLY & FLEXIBLE WORKING ARRANGMENTS



### Enhanced Leave

- Enhanced sickness, maternity, paternity, adoption, dependents, carers, and bereavement leave entitlements.

### Working Hours

- Flexible working policy.
- Part-time and Term-time working.
- Flexibility to work from home (only applies to certain roles and with agreement).

### Inclusion

- Life event recognition
- Disability Confident employer.

## PROFESSIONAL DEVELOPMENT



### Career Development

- INSET and twilight training.
- Career pathways.
- Mentoring or career coaching.
- Full CPD programme.

### Qualifications

- Early career teacher programme.
- National professional qualifications support.
- Apprenticeships.
- Financial support for professional qualifications.



# APPLICATION & APPOINTMENT

## APPLICATION & INTERVIEW PROCESS

A completed Application Form and a Cover Letter explaining your suitability for this role should be [emailed](#) to Tamsin Hutson, Human Resources Manager. Please also read the accompanying Application & Recruitment Process Explanatory Note. We reserve the right to appoint at any time during the recruitment process.

- **Closing Date:** Thursday 19 June 2025, 5.00pm
- **Interview Date:** Week Beginning 23 June 2025
- **Start Date:** Tuesday 26 August 2025

## APPOINTMENT

Any offer to a successful candidate will be conditional upon the following:

- The agreement of a mutually acceptable start date and your entering into a contract incorporating the school's standard terms and conditions
- Receipt of at least two references which are satisfactory to the school.
- Verification of identity and qualifications, including evidence of the right to work in the UK.
- A satisfactory enhanced criminal records check through the Disclosure and Barring Service (DBS) and clearance of the Children's Barred List, and confirmation that you are not disqualified from providing childcare.
- Verification of your medical fitness for the role.
- Satisfactory completion of the probationary period.
- Any further checks that the school deems necessary if you have lived or worked outside of the UK, which will include an overseas criminal records check or certificate of good conduct and may include professional references.





# EQUAL OPPORTUNITIES & SAFEGUARDING

## EQUAL OPPORTUNITIES

Dulwich Prep & Senior is committed to the equal treatment of all current and prospective employees and does not condone discrimination based on age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We are an equal opportunity employer and welcome applications from individuals of all backgrounds. We believe in fostering a diverse and inclusive work environment where all employees are valued and respected for their unique perspectives and contributions.

Candidates will only be assessed against relevant criteria (i.e., skills, qualifications, abilities, experience) in selection and recruitment. In accordance with the Disability Discrimination Act, Dulwich Prep & Senior seeks to treat those with disabilities as favourably as those without disabilities. Accordingly, we will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

## SAFEGUARDING

Dulwich Prep & Senior is committed to safeguarding and promoting children's and young people's welfare and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers, online checks, and an enhanced criminal records check with the Disclosure and Barring Service.



**Schools'  
Inclusion  
Alliance**



We are an equal opportunity employer and welcome applications from individuals of all backgrounds.

We believe in fostering a diverse and inclusive work environment where all employees are valued and respected for their unique perspectives and contributions.

We are proud members of the Schools Inclusion Alliance and the Government's Disability Confident Scheme.





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