



AMPLEFORTH  
COLLEGE

# *Assistant Librarian September 2026*



# *Welcome from the Headmaster*

Thank you for your interest in this role.

Ampleforth is a very fulfilling place to work, particularly because it is a school with a mission. As Catholic educators, we seek to educate the whole person, mind, body and spirit, supporting our pupils to fulfil their potential and to flourish in all aspects of life. Everyone can benefit from being part of and contributing to this enriching education, whether you are Catholic or not.

Ampleforth's community ethos, rooted in the tenets of our Benedictine monastic founders, is centred on being welcoming to all, caring for each other, and valuing inclusion, empathy and compassion. We aim to form responsible young people of integrity and courage, proactive members of society who serve others and do good in the world. As such, an Ampleforth education provides a compass for life. Our ethos extends to the whole community, students, families, staff, alumni and visitors. Leading the team here is a joy, as well as a privilege and an honour.

Ampleforth offers the highest possible level of pastoral care, embedded within a robust safeguarding culture. Our pupils are happy, well-balanced and grounded; each one is known well by staff and cherished. We want the very best for them and work hard to help them achieve it.

Good and inspiring teaching is key, and every pupil is challenged academically. We cultivate intellectual curiosity, critical thinking and independence of mind, all vital for further studies after school and to thrive in our complex world. Alongside the pursuit of academic excellence, the lessons gained from music, drama, art, and sport are equally important for developing the whole person, the well-rounded character that Ampleforth appreciates.

The dedication of the Governors, the whole staff, and the many friends and supporters of Ampleforth inspires me to give all I can to our collective goal of being the world's foremost Catholic boarding and day school.



*Jon Mutton,  
Headmaster*



# *Our Mission*

*"An Ampleforth Education is an invitation to young people to discover the value and the purpose of life, by entering into a transforming encounter with Christ through active participation in the life of a living Christian Community."*

## **Our Benedictine values:**

Catholic education and Benedictine values underpin everything we do at Ampleforth, whether a student or member of staff is Catholic or not. We believe that humanity is a gift we receive through others and that our relationships unlock the unique potential in each person. Our values provide the foundation to all of our work and how we work with one another:

**Respect:** recognising and nurturing the unique talents of every individual and oneself, understanding that we grow and learn from our differences and are made a better person by each other.

**Hospitality:** committing to live in such a way as to be welcoming and open to all, and to invite people to experience living life more fully in our community.

**Attentiveness:** being sensitive to the needs of others as well as one's own needs and supporting the mutual well-being of everyone in the community; wanting what is best for each other.

**Equilibrium:** nurturing the well-being and resilience of each individual and one's own, and thereby of the community, to achieve mental and emotional balance and personal fulfilment.

**Stewardship:** cultivating a sense of responsibility and care for the people and the world around us, as well as oneself, to ensure our community and environment thrive.

**Integrity:** developing within ourselves strong principles, sound judgement, and the resilience needed to do the right thing.

# A Snapshot of the College

Founded in 1802 and set in a beautiful Yorkshire valley, Ampleforth College is the world's foremost Catholic day and boarding school, welcoming girls and boys of all faiths aged 11-18.

## Ampleforth College at a glance 2020-2025



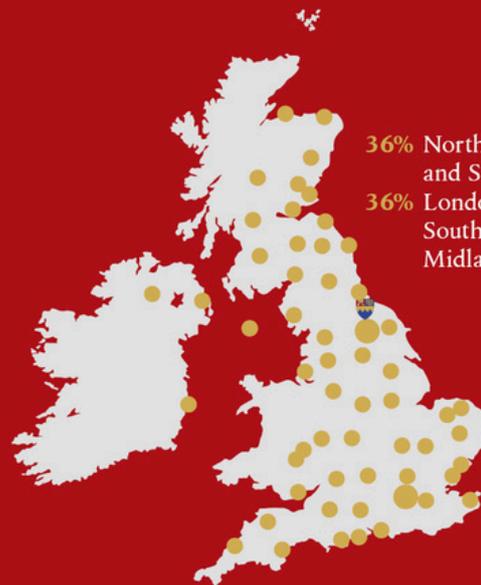
Over  
**200 Pupils**  
awarded a bursary

**20 Subjects**  
offered at GCSE

**30 Sixth Form options**  
(25 A Levels,  
4 vocational BTEC  
courses, and 1 Advanced  
Subsidiary Level)

**88%** achieve a place at  
their first choice university

## Home for our pupils is:



**36%** North of England and Scotland  
**36%** London, South East, South West, East Anglia, Midlands and Wales

Over **70** outreach and partnership events every year for local schools and the Diocese

More than **2,500** children from our local area benefit each year from Ampleforth's facilities and partnerships programmes

**20%** Europe including: Spain, France, Austria, Germany, Benelux, Poland, Ireland, Gibraltar and Malta

**8%** Rest of World including: South America, USA, Mexico, Hong Kong, China, Malaysia, Singapore, Kenya and Nigeria



# *The Ampleforth College Library*

The library is a vital part of college life providing resources to support the academic and personal development of students and offering them a quiet place to work. It is also the library with which the craftsman Robert Thompson established his reputation for making high-quality oak furnishings and introduced the hand-carved mouse, which became the famous trademark of the 'Mouseman of Kilburn'. Many students choose to spend their time studying independently in the carrels made by Thompson a hundred years ago. The Upper Library is for sixth form silent study. The Lower Library is popular for relaxed reading, quiet discussion, and group work.

There are busy times and quieter moments during the school day and the Librarian and Assistant Librarian work closely together to offer a consistent library service, always with a warm welcome. They liaise with the academic staff to support teaching and learning and wider reading and help students to use library resources.



# *Assistant Librarian*

## **JOB DESCRIPTION:**

Assisting the Librarian with the day to day running of the school library including supervision and registration of students, helping students and teachers to find and use resources, and keeping the library well-presented and organised. Carrying out duties in the most cost-effective and efficient way, demonstrating all due care to safer practice for children and for all relevant Health and Safety legislation.

### Main Duties

- To support the Librarian and take charge of the library when the Librarian is off duty.
- To share key-holding responsibilities for the security of the library and to help maintain the library as a safe environment to include acting as Fire Warden.
- To supervise and register the students using the library as required by the attendance policy.
- To promote and maintain a quiet working atmosphere in the library, especially during lesson time and prep time, liaising with appropriate members of staff about behaviour management.
- To exercise appropriate pastoral care of the students, liaising with appropriate members of staff about matters of discipline and pastoral care and reporting safeguarding concerns.
- To operate the circulation desk for book issues, returns, renewals and reservations, and shelve returns.
- To deal with library enquiries and search for library resources on the online catalogue.
- To process and catalogue library stock on the library management system and keep it in good order on the shelves.
- To support student learning and information needs and encourage study skills.

*“There is a strong team spirit and colleagues are always helpful and supportive. Specialist training is provided which means I am building a new set of skills, and there are opportunities for development. Staff well-being is given a high priority and being in a beautiful location makes coming to work a pleasure.”*

**Carolyn, Compliance Administrator**

## PERSON SPECIFICATION:

### Qualifications and Training

Essential

- A Levels

Desirable

- Degree

### Knowledge, skills and experience

Essential

- Previous experience of working with young people
- IT literate
- Well organised and efficient, with an eye for detail

Desirable

- Previous experience of working in libraries
- Previous experience working in secondary schools

### Personal Attributes

Essential

- Friendly and approachable
- Confident to take charge when necessary
- Reliable and dependable
- Calm and patient
- Enthusiastic about books and reading
- Able to work as part of a small team and on own initiative
- Able to establish good working relations and communicate confidently with staff and students
- Empathetic to the aim and objectives of a Catholic Benedictine education
- Able to work flexible hours, including evenings and weekends
- Satisfy all criteria and checks relating to suitability to work in a school environment



*“Ampleforth is very much a community in its own right and even as a part time staff member, I feel included, involved and that my work here is valued. The College team are friendly and supportive and it is clear that everybody here is passionate about their role. The College is unlike anywhere I have ever worked before, no two days are ever the same, and I really look forward to coming to work.”*

Emma Darbyshire-Mezzanotte, Database Project Executive

*The following words by former students outline how the library provides a special place for them to focus and thrive in their studies at Ampleforth.*

“The library is one of the most useful features of the school. It is perfect in my free periods as it’s in the centre of school with such a nice and peaceful atmosphere. The carrels are perfect as they allow me to have an undisturbed place where I can fully focus on work I find challenging. The lower library is great because it’s a place for quiet discussion and it’s perfect for group projects or even just at times where I need help from someone.”

**Year 12 Student.**

“When I first came to Ampleforth I didn’t pay much attention to the library. For me it was another boring room filled up with old books. However, as I started coming more often (for many different reasons) I noticed that the Ampleforth library is different from others. The interior decor as well as the library staff all create a unique welcoming and supportive atmosphere. I suddenly realised how precious this space is and how many benefits it has. The library is a great place to do preps, revise with friends, read books peacefully or even sometimes to socialise with others and I will forever cherish this place.”

**Year 12 Student.**

“The library, to me, means tranquility; I think this is best brought to mind by the beautiful interior, with its amazing versatility. With the individual carrels, which allow for independent study, but also the large Mouseman tables and chairs, enabling sociable group work. Along with the amazing staff, the library really nurtures my and other students learning.”

**Year 13 Student.**



*“It has been rewarding, both professionally and personally, to have worked for almost 20 years in a place with a clear sense of purpose, collegiality, and a profound respect for cultural diversity whilst maintaining traditions and values which give it its unique character.”*

**Francisca Garcia-Ortega, Head of Spanish**



# *Conditions of Employment*

**Hours:** 37 hours per week, term time only (32 weeks per year)

**Probationary period:** 6 months

**Salary:** £17,160

## **Working Environment**

Ampleforth is an enjoyable and stimulating place to work. Our staff body seeks to work to core values and codes of conduct developed from the Rule of St Benedict.

## **Benefits**

- Group Personal Pension Scheme (which matches contributions up to 8%)
- Annual closed period between Christmas and New Year
- Affordable staff lodging (where available)
- Lunch during working hours (hot and cold choices)
- Discounted on-site Sports Centre membership
- Free car parking on-site
- E-Vehicle salary sacrifice scheme (pending)
- Cycle to work scheme
- 10% Staff discount at the Abbey Shop and Tearooms
- Bounty scheme for referral of new staff
- Employee assistance programme
- Death in Service Gratuity
- Fee remission (at Headmaster's discretion)

## **Staff Support & Welfare**

Ampleforth takes the welfare, health and wellbeing of its staff seriously. Our beautiful grounds are well maintained and open to staff for walking and running. In addition to professional development, we endeavour to support all staff members to the very best of our ability. We operate family-friendly policies such as childcare voucher schemes, company maternity provisions (enhanced Statutory Maternity Pay) and flexible working opportunities. There is also an Employee Assistant Programme offering a free and confidential 24/7 support service. This service provides unlimited access to advice, information, coaching and counselling where appropriate. A Staff Chaplain is also available to offer advice and support.



# Apply now

For more information or to discuss the role further, please contact the Human Resources department on 01439 766793 or [employment@ampleforth.org.uk](mailto:employment@ampleforth.org.uk) or Denise Raine, Librarian on [denise.raine@ampleforth.org.uk](mailto:denise.raine@ampleforth.org.uk)

The Trust is committed to a policy of equal opportunity and will take every possible step to ensure fair and equal treatment of all. All Trust policies and practices will support the commitment to equality of opportunity in respect of any recruitment, and selection process. No member of staff or applicant will be unfairly disadvantaged by the Trust policies or practices.

## **Safeguarding and Child protection at Ampleforth College**

The St Laurence Education Trust is committed to safeguarding children and promoting the welfare of children and young people. They expect all staff and volunteers to share this commitment and will ensure that all recruitment and selection practices and procedures reflect this commitment.

All successful candidates will be subject to checks by the Disclosure and Barring Service (DBS) along with other relevant employment check. All applicants, (regardless of position) are requested to read the Safeguarding Policy as part of our commitment to safeguarding of children

All posts at Ampleforth are exempt from the Rehabilitation of Offenders Act 1974. We therefore require applicants to declare all convictions, cautions and bindovers, including those regarded as 'spent'.

All information provided will be treated as confidential.

Our Safeguarding Policy can be accessed via our website. Any offer of employment is made subject to a full range of checks and satisfactory references.

## **The Application Process**

If you have enjoyed reading about life here in the Ampleforth valley, and would like to join the team, we encourage you to apply. Applications should be made via our application form.

Please visit [Ampleforth College- Join the team](#) to start your application.

If you have any questions about the application process, please contact the HR Department on 01439 766794 or email [employment@ampleforth.org.uk](mailto:employment@ampleforth.org.uk).

The interview process will take place in school. Further details will be provided once the shortlist has been agreed.

**Closing date for applications: Monday 20<sup>th</sup> April, midday**

**Interviews will take place week commencing: 27<sup>th</sup> April**

# How to reach us

## BY PUBLIC TRANSPORT

### York

Board the 31X bus towards Kirkbymoorside on Station Avenue. Exit bus at Ampleforth College and walk 0.2 miles to the College site.

### Harrogate

Take the train from Harrogate station to York Station. Walk 280 yards to Station Avenue and board the 31X bus towards Kirkbymoorside. Exit bus at Ampleforth College and walk 0.2 miles to the College site.

### Middlesborough

Take the train from Middlesborough station to York Station. Walk 280 yards to Station Avenue and board the 31X bus towards Kirkbymoorside. Exit bus at Ampleforth College and walk 0.2 miles to the College site.

## BY CAR

Please use <https://what3words.com/couple.shoulders.autumn> or YO62 4EP for Sat Nav

### York

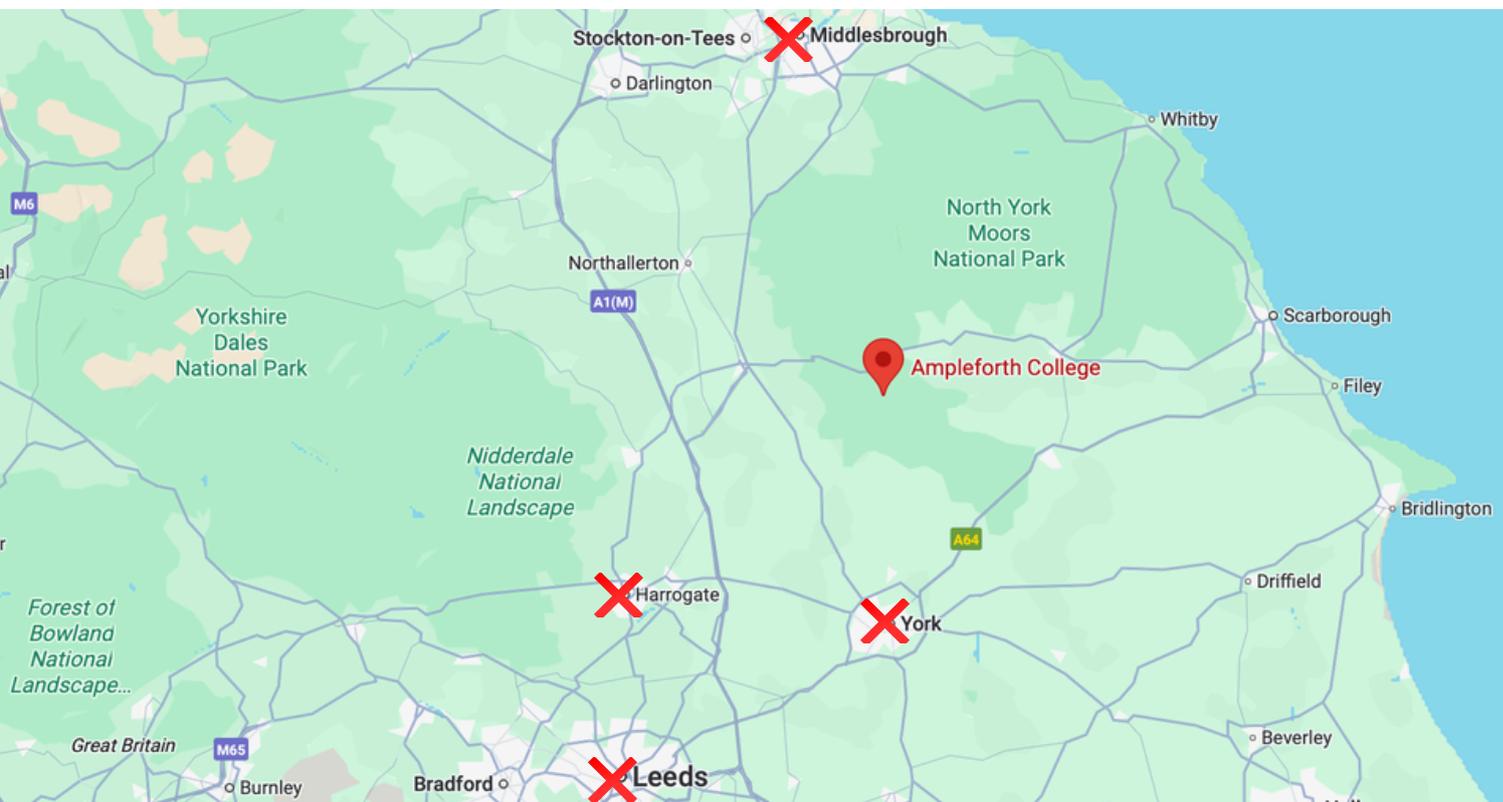
- Via B1363 through Sutton-on-the-Forest, Brandsby and Oswaldkirk – 21.9 miles
- Via A64 & B1257 through Stockton on the Forest, Welburn and Hovingham – 25.2 miles
- Via B1257 through Strensall, Terrington and Hovingham – 22.9 miles

### Harrogate

- Via A170 through Ripley, Ripon and Thirsk – 36.1 miles
- Via A1(M) & A170 through Flaxby, Dishforth and Thirsk – 39.3 miles
- Via A6055 through Knaresborough, Helperby and Coxwold – 29.7 miles

### Middlesborough

- Via A19 through Crathorne, Ingleby Arncliffe and Thirsk – 39.7 miles
- Via B1257 through Stokesley, Laskill and Helmsley – 32.9 miles
- Via A19 & A170 through Crathorne, Northallerton and Thirsk 43.8 miles





an Ampleforth education is  
*A Compass for Life*



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