



Believe Without Limits



Librarian



Believe Without Limits

“EGA - a school without limits”

Students leave EGA having achieved more than they ever believed possible. Through our broad-based curriculum and strong pastoral care, we equip students with the knowledge, skills and confidence to achieve both academically and personally.

Our success can be seen in the ambitious, kind and compassionate life-long learners that make up our rich, varied and diverse community of young people.





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Headteacher's Message

Thank you for your interest in this position. Elizabeth Garrett Anderson School (EGA) is a highly successful community school located in North London. It is held in high regard locally, nationally and internationally. The school is committed to a journey of continuous improvement and works alongside other schools as well as with partners and relationships beyond Islington, to ensure we are at the forefront of educational thinking and research.

Working at EGA is exceptionally rewarding. Many of our students experience disadvantages, but students of all abilities make outstanding progress and leave school with the qualifications and the self belief to help them build a successful future. We believe that academic success, kind and consistent pastoral care and outstanding character education are all essential to students' experiences at school and we expect all staff who work here to be committed to each of these areas of work.

Our expectations are extremely high both for students and staff and we work hard to continually improve our practice. Many staff are promoted internally and we are committed to providing outstanding quality professional development for all our staff through a range of high quality school based training sessions, coaching and appraisal. Colleagues who embrace the EGA ethos will have a wealth of opportunities to develop their career here or elsewhere when they are ready to take the next career step.

I really hope that, having learnt more about our school, you will decide to apply for this post. If you are successful in your application, you will be joining a school where the students thrive, the staff are greatly valued and everyone has the chance to shine.

Sarah Beagley
Headteacher



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School Librarian

Salary Grade: SO1

Salary Range: £37,575 - £38,769 (pro rata)

Actual Salary: £34,157.26 – £35,837.47 per annum

Hours per week: 35, (term time only) plus two weeks

Elizabeth Garrett Anderson, an outstanding school for girls, requires a Librarian to work within our well organised and busy Learning Resource Centre.

You will have good communication and organisational skills, be able to work independently as well as with different teams and have experience of working with young people. You will have good numeracy, literacy and ICT skills and be enthusiastic about promoting reading and literacy. Library experience is desirable and a love of books is essential.

Closing date: Monday 14th October 2024

Interviews: 18th October 2024

In line with KCSIE 2024 and safer recruitment practices, the school will conduct an online search For all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

Elizabeth Garrett Anderson School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

This position is subject to a Disclosure and Barring Service check at Enhanced Level.

Please note the advertised actual salary is a range based on continuous service, with the maximum range indicating 5+ continuous years with local government schools. The starting salary will be calculated based on the individual circumstances of the successful candidates



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Job Description

Post title:	Librarian
Salary:	Scale S01
Working hours:	8:30am – 4 :30pm (term time only) plus two weeks
Reporting to:	Member of SLT

Purpose of the post:

- To promote and develop the school library in order to provide an efficient service to students and staff.
- To ensure the management, organisation and promotion of a high quality library service to support teaching, learning and research for staff, students and the community.
- To make the best use of the physical, financial and human resources available.

Main duties:

1. Day to day administration of the Learning Resources Centre, including selection, acquisition, cataloguing and organisation of the resources in a school of approximately 900 pupils.
2. Formulate priorities, in line with the School Development Plan, for the provision and use of learning resources through IT and Library Programmes and participation, where possible, in meetings of heads of departments, senior staff, course planning groups and other working parties.
3. Actively encourage the effective use of the Learning Resources Centre across the curriculum by providing guidance to all library users, disseminating information on learning resources and participating in induction presentations and literacy programmes to inspire and enthuse students to read widely.
4. Liaise with external information agencies, including local public libraries and the Local Authorities' support services.
5. Actively promote the use of learning resources for pleasure and personal interest and provide individual reading guidance to pupils.



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6. Support the use of IT within the Learning Resources Centre, including the use of IT in the teaching of study and information skills and information services, and maintain a computerised resources management system for the benefit of the whole school community.
7. Training and supervision of student helpers.
8. Provide mentoring as and when needed.
9. Use your own initiative to research, promote and implement new ideas and programmes.
10. Confidently and positively promote the library service and present to a variety of audiences.
11. Keep up to date with developments in education, librarianship, and other related fields.
12. Organise and promote book fairs, exhibitions and visiting speakers in connection with whole school interests.
13. Create and maintain a welcoming, safe working environment for library users and positive work ethos which reflects the needs of the whole school community.
14. Select, acquire, withdraw, evaluate and organise library resources to meet the needs of the curriculum, staff, students and community.
15. Operate and manage the library resources budget, in liaison with the Business Manager and SLT, ensuring best value for money.
16. Record and evaluate data on usage and recommend ways for improvements
17. Maintain standards and procedures for library security whilst providing an open and welcoming service.
18. Promote school at community events.
19. At all times, carry out duties with due regard to the School's Health and Safety Policy.
20. Encourage and work within the school's Equal Opportunities Policies.
21. Promote the safeguarding of children.
22. Undertake such other duties as may be required, commensurate with the job and grade.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures which schools face. This job description is a guide to the level and range of responsibilities, which the post holder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, so as to meet the changing circumstances and demands. It will not form part of the post-holder's contract of employment.



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Person Specification

E = Essential D = desirable

The person specification sets out the criteria to be used to determine whether an individual is likely to be able to undertake the duties in the job description.

Education, experience and abilities:

1. Able to demonstrate effective experience in a library service. **(E)**
2. Evidence of the ability to communicate effectively, both orally and in writing. **(E)**
3. An ability to work constructively in partnership with teaching, support staff and senior management. **(E)**
4. Basic knowledge of current professional and educational concerns and curriculum developments and an understanding of the contribution made to these by the Librarian's skills and effective use of library resources.**(D)**
5. A commitment to pupil autonomy learning and an understanding of the key role of the School Librarian in helping to bring this about. **(E)**
6. An understanding of the broad use of IT in an education library service, and a willingness to develop skills in using IT in the library.**(D)**
7. An ability to work with young people and members of staff and to support the learning of students. **(E)**
8. Evidence of flexibility and being open to new developments. **(E)**
9. Ability to organise and prioritise own workload **(E)**
10. An understanding and commitment to Equal Opportunities and its effective operation within school. **(E)**
11. Knowledge of Health and Safety policies and procedures. **(D)**
12. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. **(E)**



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E = Essential D = desirable

Qualifications and training:

1. Qualification in the field of administration (D)
2. Level 2 qualification in English and Mathematics (E)
3. First Aid training or the willingness to undertake training in this area (E)
4. Safeguarding and Child Protection Training or the willingness to undertake training in this area (E)

Knowledge and experience:

1. Experience of working in a school setting (D)
2. Experience of working in an office environment (D)
3. Good working knowledge of a range of software packages including SIMs, Microsoft and Google packages (E)
4. Good ICT skills (E)

Personal skills and qualities:

1. Excellent written and verbal communication skills (E)
2. Ability to work to deadlines and prioritise effectively (E)
3. Ability to work on your own initiative and as part of a team (E)
4. Willingness to work flexible hours when required (D)

*Elizabeth Garrett Anderson School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. **This position is subject to enhanced Disclosure and Barring Service clearance.***



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Why work at EGA?

Staff wellbeing

- **A workload and wellbeing charter** agreed in conjunction with staff and underpinned by an annual staff survey.
- **Gym Membership scheme** - An annual membership for all the 280 leisure centres across the country managed by GLL (Better). This is offered at a very competitive cost and repaid over 10 months
- **Cyclescheme** - Allows staff to purchase a bike and equipment through a lease arrangement, repaid over 12 months allowing for a monthly tax saving.
- **Free Eye Test** - Available to users who use display screen equipment for more than 2 hours a day
- **Employee Assistance Programme** - free confidential and independent support to help staff balance their work, family and personal lives. Support is available via phone, online and through 1 to 1 Counselling sessions.
- **Occupational Health** - aims to promote and maintain the health and well-being of employees to ensure staff have access to specialist occupational health practitioners and services
- **Inner London pay** - Being in the heart of London, Islington schools offer inner London pay, a competitive way to reward employees who work with us.
- **Tech scheme** - A salary sacrifice benefit that allows employees to get technology from Currys PC World and spread the cost over 12 months.
- **Season ticket loan** - An interest free season ticket loan allows employees to buy an annual travel card for up to £10,000. The loan is recovered over 10 monthly instalments.
- **Welfare loan** - There may be times when staff experience financial hardship and we aim to help these employees overcome genuine domestic difficulties. Staff can request a loan of up to £1,000, which is to be paid over a 12 month period.
- **Long Service Award** - rewarding staff with 20 or 25 years continuous service in Islington or local government.



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Selection Process and additional information

Recruitment Process

Applications will be considered as they are received by the school and candidates may be invited to interview at any stage. Early applications are warmly encouraged.

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected.

School Visits

School visits are highly recommended and can be requested by emailing admin@egas.org.uk

Special Requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing admin@egas.org.uk

References

We will obtain references from your referees if you are successful for the interview. In order to prevent delays, please ensure that the reference section of the application form is accurate and completed in full.

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Right to work in the UK

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Safeguarding

EGA operates safer recruitment practices in accordance with Keeping Children Safe in Education regulations. Please expect the highest level of scrutiny and background checks. Appointments are subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. New members of staff cannot start their positions until these documents are in place.



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