

## LIBRARY ASSISTANT IMMEDIATE START

Thank you for showing an interest in this post. We hope that the following information about St Helen's school and job description will help you to decide that this is an application which you wish to pursue



## WELCOME TO ST HELEN'S

St Helen's is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with resilience and courage; that she possesses inner confidence, strong personal integrity, and a sense of fun; that she is ready to go out into the world and make a difference.

St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. Our GCSE results put us very securely into the top 50 independent schools in the country each year (28<sup>th</sup> in 2022), and we are ranked 30<sup>th</sup> for A Level's in the Telegraph League Table of UK Independent schools 2022. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our Co-Curricular programme is rich and varied, and our pastoral care ensures that every girl is known, valued and cared for.

Within easy reach of central London, our school is set in 21 acres of grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested significantly in developing our facilities over the last ten years and have plans to do more.

St Helen's has a warm and lively atmosphere that makes it a rewarding and exciting place to work. Our staff and our pupils look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey. We look forward to receiving your application.



## THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1100 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging co-curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The School is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.

## THE POST

To be part of a team providing effective and efficient library information resource services to both pupils and staff. To enjoy working with young people and to contribute to the wider aspect of life in the school. To support the work of the librarian through clerical routines, systems, and administrative support and in the pastoral support of the pupils

Reporting to: Senior School Librarian

## MAIN RESPONSIBILITIES

- To operate the automated library management system (Heritage), overseeing the issue and return of stock and preparing overdue letters.
- To maintain a well organised environment in the library, including tidying the shelves after the lunch break and shelving returned and used books as and when needed.
- To undertake a range of administrative routines associated with processing and ordering new materials, cataloguing of new stock and the receipt of library orders and newspapers.
- To assist with stock maintenance procedures including stock checks and the removal of out of date or damaged materials and the repair and maintenance of existing library stock.
- To assist and advise pupils and staff to make effective use of the library and other information sources by advising them on the selection of books, other resources, the use of the library catalogue and the library's digital resources on SharePoint.
- Assist with the supervision of girls working in the library and the enforcement of library rules.
- Assist with the training and organisation of duties for pupil librarians and DofE volunteers.
- Supervise the Senior School Library during the librarian's absence and assist in the Junior School Library when required.



## THE PERSON

We would like the successful candidate to have the following qualifications, experience, and personal attributes:

### Essential:

- GCSE or equivalent in English and Maths (L4 or above)
- Organised and methodical
- Good IT skills
- Ability to work on your own initiative.
- Able to work calmly and effectively in a busy environment.
- Good communication skills
- Team player – able to work co-operatively and flexibly with staff and students and be prepared to assist with appropriate tasks as directed.

### Desirable:

- Previous library experience, including the use of a Library Management System
- Knowledge of literature for children and young adults, or willingness to learn.

## BENEFITS

- Work pension scheme with up to 10% employer contributions
- 50% fee remission for eligible staff children (pro rata for part time staff and subject to spaces and entry requirements)
- Access to the School's swimming pool and fitness suite
- On-site parking and excellent public transport links
- Generous occupational sick pay
- A commitment to training and development.
- A beautiful working environment – the school is set in a conservation site in excess of 20 acres.

**SALARY:** £11.95 per hour

**HOURS:** 10:00am to 3.00pm, Monday to Friday, term time only.

## APPLICATION PROCESS

Closing date: **8am Wednesday 27<sup>th</sup> September 2023**

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the high volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

## THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by the Senior School Librarian and Head of Department, have a tour of the school, and meet members of the team.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2023 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at [recruitment@sthelens.london](mailto:recruitment@sthelens.london)

