



Chandlings

## **LIBRARIAN**

**(Part Time)**

**Maternity Cover - required from May to  
December 2019 inclusive**

This is an exciting opportunity for an outstanding Librarian to encourage and monitor children's reading and to instill a love of books throughout this high achieving Prep School.

The successful applicant will promote the library through the school, enabling children to use it with confidence and enjoyment. They must be passionate about reading and able to deliver excellence across our school. The position of Librarian is available for a suitably qualified candidate. This is a part time role of 21 hours per week, to provide maternity cover from May to December 2019.

This is a rare opportunity to join our vibrant and ambitious school. We offer an excellent working environment and regular opportunities for professional development.

## **Job Description**

### **Responsibilities and Key Tasks**

- The day to day running of the library, including purchasing new fiction and nonfiction books, and books to support the classroom work, cataloguing new books and extending the range of books held within the library.
- Recommend books and help to compile readings lists for classes, individual children and specific topics
- Encourage children and staff in using the library through supporting a range of library based activities
- Teach children how to use the library
- Coordinate the annual Book Week and author visits
- Select books for prizes at the annual Prize Giving
- Contribute to the school's programme of co-curricular activities
- Prepare the library fully prior to the beginning of term and clear it appropriately at the end of term.
- Help to set a realistic budget

### **Skills**

- The ability to inspire, motivate and support children
- Encourage and monitor children's reading
- Excellent organisational, administrative and ICT skills.
- Use of displays to inform and inspire visitors to the library.
- Support and contribute to the school's responsibility for safeguarding children

### **Knowledge**

- Keep up to date with current children's books
- Support teaching staff through familiarisation with curriculum and providing resources to support their topics and areas of study.

- Support and advise staff to help them to keep abreast of reading material suitable for their children.

### **Qualifications**

- A good standard of education with previous library experience
- Experience of working in a school, or other academic environment

### **Person Specification**

- Proven suitability to work with children
- Relevant and appropriate qualifications
- An outstanding role model, passionate about inspiring children to read and appreciate books
- High levels of personal and professional integrity and the ability to exercise discretion and confidentiality
- Personal warmth to gain the confidence of pupils, staff and parents
- High standards of personal presence and presentation and attention to detail
- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences
- Able to use their initiative to drive forward change and development
- Prepared to work hard and to 'go the extra mile'
- Positive, enthusiastic and energetic approach to life, with a can-do attitude and commitment to the Chandlings ethos
- High expectations for pupil attainment, personal development and conduct
- The duties outlined in this job description may be modified by the Head, with your agreement, to reflect or anticipate changes in the job.

Set in sixty acres of beautiful Oxfordshire countryside, Chandlings is an Independent Co-educational day school for girls and boys from 2-11 years old. Situated just 20 minutes from the centre of historic Oxford, we have purpose-built, bright, modern classrooms with extensive and impressive facilities. There are specialist art, design and technology, cookery, music and science facilities as well as two school halls. We have netball courts, hockey, rugby and football pitches, an archery range, a 9 hole golf course and driving range, tennis courts, a swimming pool, a low-ropes course and a riding school. The extensive grounds offer woodlands, lakes, playing fields and lots of space to play and explore.

The school provides an excellent all-round education in a delightful environment. We are proud of our ability to gain outstanding academic results within a warm, and secure learning environment. Children here are nurtured and cherished as part of the Chandlings family.

**To apply:** Interested and qualified candidates should submit electronically (as separate PDF documents in one email) the following to [sbrennan@chandlings.org.uk](mailto:sbrennan@chandlings.org.uk) before the closing date: **Friday 22 March 2019 (midday)**

- A covering letter addressed to Ms C Cook, Head
- A completed Chandlings application form, with the names and details of at least two referees. One of the referees **must** be your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be the employer with whom you most recently worked with children. If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked.
- A CV can be submitted as additional information but it must not be instead of the application form.

Shortlisted applicants are advised that references will be taken up **prior to interview**.

**Interview Process:** Short listed candidates will be interviewed and written documentation recorded. At least two references will be obtained and kept on file for each successful candidate and any gaps in employment history will be fully investigated. Safe recruitment procedures are followed and members of the Senior Leadership Team are accredited. Child protection awareness is an integral part of the induction programme for new members of staff.

**Appointment date:** 12 May 2019

**Salary and Benefits:** The salary will be on the Chandlings scale and related to experience and qualifications.

**Medical Fitness:** Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

**Recruitment Checks:** Chandlings requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have so that adjustments can be made if required.

**Safeguarding:** All adults working at Chandlings should be aware of and where necessary, follow the school's safeguarding guidelines which are in line with the Department for Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures – available online at <http://www.oscb.org.uk>. The School's Safeguarding Policy can be found on the Chandlings website.