



EPSOM
COLLEGE

Library Assistant

Part-time 25 hours per week term time only



Welcome to Epsom

Thank you for your interest in our school. I am into my third year here and can tell you – both as a parent and Head – that Epsom is a very special place. We're fortunate to have beautiful grounds, wide-open spaces and excellent facilities.

Our academic results are strong, and we're proud of our sport, co-curricular programme and pastoral care. What strikes me most, however, is the warmth of our community, the genuine enthusiasm of our pupils, and the dedication of staff who truly care about every child in their charge.

INDIVIDUAL ATTENTION

Epsom College has a clear mission: to help young people to lead fulfilling lives and make meaningful contributions to the world.

We're pleased that our pupils consistently achieve strong academic results – 91% securing A*-B at A-level – and they follow diverse paths to top universities, pioneering startups, creative ventures, and entrepreneurial pursuits. Yet academic excellence is just the foundation.

I hope our pupils will leave with memories, friendships, ideas and imagination that will serve them for life.

I want them to discover talents they didn't know they had and to develop the confidence to tackle whatever challenges await them. I encourage them to take appropriate risks, to ask thoughtful questions, and to pursue their passions with determination.

NATIONAL RECOGNITION

We're grateful for recent recognition: The Sunday Times named us the UK's most-improved school in 2024, School Sport magazine ranked us as the leading co-ed school in South East England, and Tatler describes Epsom as a school that "constantly burnishes" its reputation.

But we continue to evolve. And our future success depends on the quality of the staff we bring into our community. I hope you come and meet us and leave as excited about Epsom's future as I am.

Mark Lascelles,
Head, Epsom College

The Department and Role

The College Library is located in the academic heart of the school. Housed in a beautiful red-brick building in the centre of the Quad, this former gymnasium with its vaulted ceiling, has been sympathetically and beautifully renovated to house a stunning four-floor library filled with light, warmth and cosy corners for reading, study and literary-based activities.

Our collection currently constitutes over 26,000 items both in traditional and electronic format, covering fiction and non-fiction. As well as offering extensive academic resources and research support, the library staff encourage pupils to develop a life-long love of reading as well as facilitating effective personal study.

We are seeking a positive, enthusiastic team-player and book-lover with both creative flair and an eye for detail to join and add value to this vibrant department. The Library Team is made up of a Librarian, Assistant Librarian and two Library Assistants working closely together to ensure the smooth and professional running of the service.

With the current national decline in reading, we are working harder and more passionately than ever before to promote and encourage reading for pleasure, to show our students the many ways in which reading shapes rounded individuals, creates connections and supports overall wellbeing.

Working closely with the English Department we curate displays, schedule author visits and organise an annual poetry competition. We run a Reading Awards Scheme, hold countless drop-in sessions and boast a packed calendar of events designed to put books at the heart of the College community.

This includes but is not limited to:

- Book Buddies
- Blind Date with a Book
- World Book Day
- Library on the Lawn
- The Carnegies Award Shadowing Scheme





Key Responsibilities

- To help maintain the smooth running and supervision of the Library in accordance with the Library expectations and the Aims of the Library, namely:
 - to promote a love of reading
 - to promote an interest in information and encourage skills in finding and using it effectively and responsibly;
 - To communicate and promote the Library's services to the school community
 - to provide a research and study facility for students and staff
 - to support the curriculum through provision of up-to-date resources
- To be responsible, together with the other Library Assistant, for the correct filing of resources.
- To be familiar with the Library Management System (LMS) so as to undertake the majority of transactions, i.e. loans, returns, reservations etc.
- To assist with the cataloguing and editing of resources on the LMS, as directed by the Librarian and Assistant Librarian.
- To assist the Assistant Librarian with usage and user statistics for use by the Librarian and Senior Leadership Team (SLT).
- To work with the Librarian and the Library Assistant to create promotional materials and displays in the library and around the school.
- To assist the Librarian in promoting the Library through the Library Awards Scheme.
- To work with the Assistant Librarian and the Library

Assistant to update and maintain both the Library Page on the Intranet and the LMS home page.

- To give general guidance on our resources to all Library users.
- To assist pupils and staff with research - particularly pupils' independent research projects.
- To add to and maintain the Library Desk calendar.
- To oversee the work of student volunteers in the Library.
- To assist with supervision of student helpers and activities.
- To help ensure that the Library is well-kept and tidied regularly.
- To undertake the opening and closing procedures for the Library.
- To liaise with other College departments over supplies and maintenance requirements for the Library.
- To assist in the maintenance of the current information files.
- To complete any other reasonable tasks requested by the College Librarian
- To have a commitment and understanding of safeguarding protocols within school setting.

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment including regular training attendance.

Person Specification

ESSENTIAL SKILLS AND EXPERIENCE

- A passion for reading for pleasure and an enthusiasm for research and sourcing information.
 - A team-player, able to work independently and collaboratively with other members of staff under the direction of the Librarian.
 - Competent IT user fluent in software packages such as Word; Excel; Powerpoint and Cloud-based services such as SharePoint with the ability to quickly familiarise yourself with new systems such as Access-it our LMS.
 - Creative flair and ability to conceive and create engaging displays using design software such as Canva.
 - Excellent oral and written communication skills.
 - Highly organised with the ability to keep stock neat, orderly, accessible and in good condition.
 - Excellent interpersonal skills with the ability to communicate, liaise and work in partnership with Library staff, teaching staff, operational staff, pupils and library visitors.
 - Relate well to young people and enjoy working with them.
 - Able to supervise and work co-operatively with students.
 - Be committed to the College's vision and ethos.
- Have a positive attitude, a proactive, flexible approach and be open to change.
 - Have enthusiasm and energy in promoting benefits of the library and resources.
 - Be professional and act in a calm, polite and helpful manner.
 - Understand the importance of safeguarding children and ability to maintain appropriate relationships.

DESIRABLE SKILLS AND EXPERIENCE

- Experience of working within a library and with a Library Management System
- Database/Cataloguing skills
- Previous experience working within a school or FE/HE environment





Terms and Conditions

- Salary: £15,252 (£31,591 FTE)
- Hours:
 - During term time (34 weeks of the year) including inset days
 - 12:30 – 17:30 Tuesday and Wednesday
 - 10:00 – 17:30 Thursday and Friday
 - You will also be part of the Saturday rota working 9:00 – 12:30 around one Saturday in four.
 - In addition, you will be required to work one 25 hour week during the school holidays as directed by the Librarian.
- **Holidays:** Statutory holiday entitlement to be taken during College's holiday published dates. The above salary includes an allowance for holiday.
- **Pension:** The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by The Pensions Trust and eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of basic salary and the College will contribute 4% in compliance with current legislation.
- **Benefits:**
 - Private health care
 - School fee discount
 - Life Assurance
 - Meals and refreshments free of charge during working hours
 - Free use of fitness suite at certain times
 - Free car parking on site

Method of Application:

Please apply as soon as possible. The College reserves the right to interview strong candidates at the time of application.

If you have any questions about the role, please contact us on hr.recruitment@epsomcollege.org.uk

Closing date: 9th October 2026

Safeguarding and Equal Opportunities

SAFEGUARDING

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.

In compliance with statutory safer recruitment regulations, the post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, a check of online search engines and websites of publicly available information that does not identify the candidate as potentially unsuitable to work within a school setting, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK.

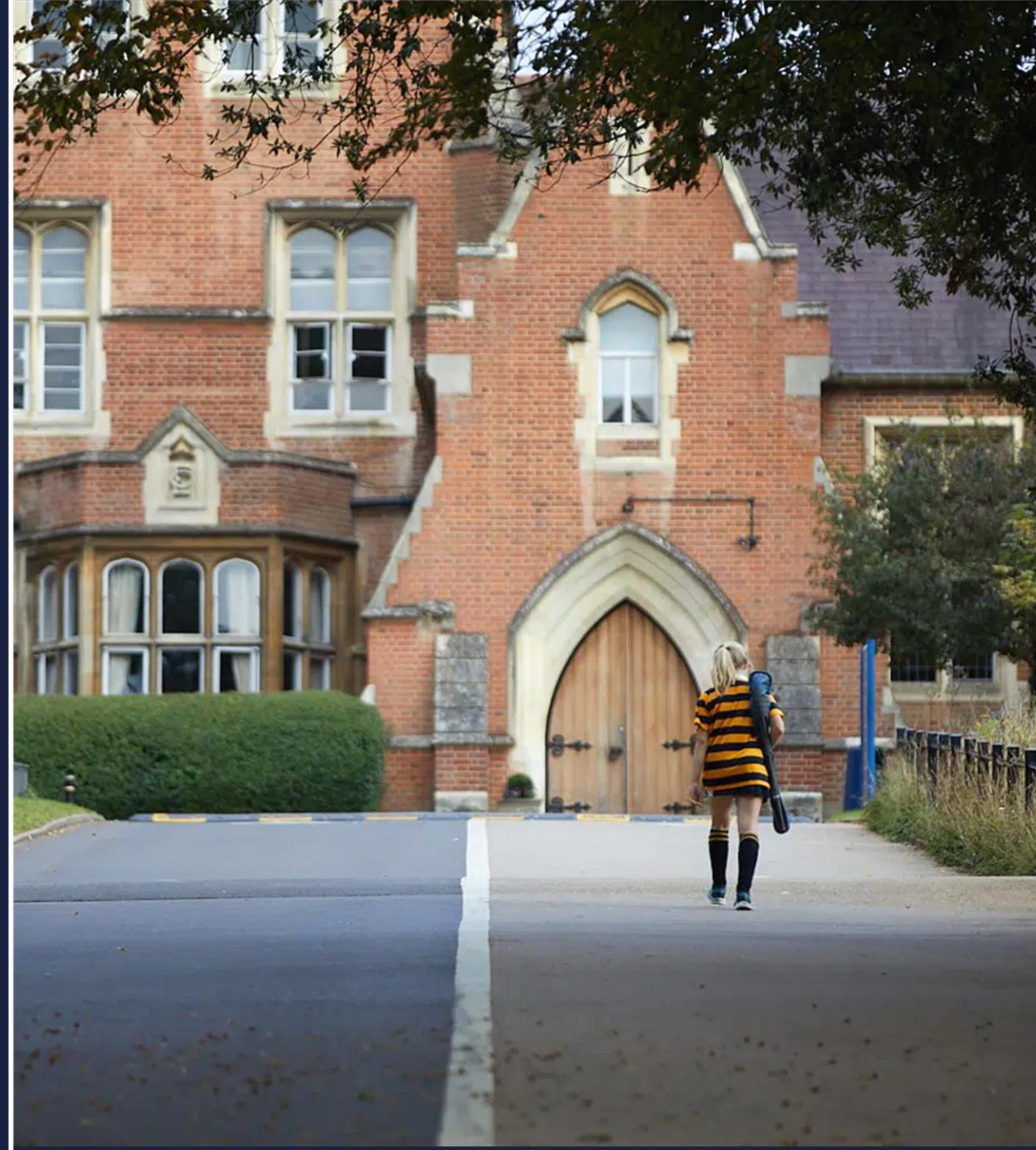
Prior to interview, an online search of internet

search engines, websites and other publicly available and publicly accessible platforms to ascertain applicant's suitability to work within a school environment will be undertaken on applicants that have been shortlisted. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant.

EQUAL OPPORTUNITIES EMPLOYER

Epsom College is an equal opportunities employer that believes in equal opportunities for all, celebrates, and welcomes diversity.

Employment decisions throughout the school are made without regard to any status protected by law. If you require any reasonable adjustments at any stage of the application process, please feel free to contact our HR department or detail any adjustments on the application form.





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WWW.EPSOMCOLLEGE.ORG.UK