



GREENSHAW
LEARNING TRUST



Library Manager Recruitment Pack

**ALWAYS
LEARNING**

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Dear Candidate,

Thank you for your interest in the role of Library Manager at Coombe Wood School. We are delighted that you are considering joining our school community. Coombe Wood School is an exciting place to work, with both students and staff making it a joy to come to work every day. This information pack is designed to give you a deeper understanding of our school, and we hope you will be inspired to develop your career with us.

Our school is rich in tradition, providing a strong foundation for success. At the heart of Coombe Wood School is outstanding teaching and learning. Our collaborative approach to pastoral and curriculum leadership ensures that students achieve their very best.

Ambition drives us to set high standards and continually strive for excellence in everything we do. Our sense of **community** fosters a supportive and inclusive environment where everyone feels valued. The unique **culture** at Coombe Wood School promotes innovation, mutual respect, and a shared commitment to student success.

Beyond being a purposeful work environment, our modern facilities enable us to offer the best learning experiences for our students. We are committed to recruiting and retaining dynamic, passionate, and inspirational staff who share our ambition, vision, and commitment to high standards for all our students.

Our students are bright, motivated, and a pleasure to work with, consistently seeking the best from our staff. Our dedicated and talented team shares a passion for education and is always looking for ways to enhance their work and help students reach their full potential.

When applying to CWS, it is essential to understand our ethos and core values:

Teamwork
Respect
Enjoyment
Discipline
Sportsmanship

These values underpin our work, emphasising high expectations, positive relationships, and the best outcomes. We offer a unique opportunity to work in an innovative and outward-facing school dedicated to nurturing talent and leadership. Our high-quality CPD is something we are particularly proud of.

As members of the Greenshaw Learning Trust, we collaborate with like-minded schools to share good practices and learn from each other while maintaining our distinctive character. The Trust is a dynamic community committed to educating the whole child, improving life chances, and securing the best outcomes for students. Our team of teachers and support staff demonstrates and encourages a lifelong love of learning.

The Greenshaw Learning Trust is one of the highest performing multi-academy trusts in the country, comprising 34 schools across South London, Berkshire, Surrey, Gloucestershire, South Gloucestershire, and Plymouth.

We are committed to diversity and inclusion and welcome applications from candidates whose personal qualities and values align with the person specification and job description.

Coombe Wood School is dedicated to safeguarding and promoting the welfare of children and young people, and this appointment will be subject to thorough vetting, including an enhanced DBS disclosure.

For more information, please visit our school website or contact us via email at Careers@coombewoodschool.co.uk.

We look forward to receiving your application and learning more about how your personal qualities, values, and experiences align with our community.

Yours sincerely



Ms Nicole Williams
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,400 people and educates over 22,000 students. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Car benefit scheme
- My Health discounts

Terms and Conditions

Line Managed by:	2 nd in Charge of English.
Line Management:	None
Contract:	Permanent
Salary:	Salary calculated in line with NJC pay scale Grades 4/5, 8-15. Prorated to £19,823.11 - £22,044.38.
Hours of Work:	Monday to Friday, 0830-1430, Term Time Only.
Place of Work:	Coombe Wood School, Melville Avenue, Croydon CR2 7HY
Medical Examination:	The appointment is subject to a satisfactory medical report
Superannuation:	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: https://www.lgpsmember.org
Holiday Entitlement:	The postholder will be paid an enhancement for holiday pay, which is included in the salary details above
Probation Period:	New employees are required to complete a six-month probationary period
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

Job Description

Core Purpose

- To manage and oversee all matters relating to the smooth and efficient operation of the school libraries.
- To be responsible for the acquisition and management of library materials and the development of the libraries as learning resource centres in accordance with the demands of the school's curriculum and educational policies.
- To ensure that staff and students are aware of the services available and to encourage maximum use of the libraries' resources and the potential of the libraries as centres for learning.
- To promote the development of reading and literacy skills for information, creation and reading for pleasure. Responsibilities Supporting Students
- With support from the English Department, teach library skills, information retrieval skills, revision and study skills as part of an induction programme for both Y7 students and new teachers.
- Provide Library and Learning Resource Centre introduction lessons so that students are given foundations for effective study skills.
- To supervise and oversee study in the School Library, general discipline and induction into the use of the library's facilities, including during lunch breaks.
- To work with individual students in assisting them to select books that match their level of literacy and areas of interest.
- To promote and supervise the Library as an effective study zone after school.
- To work in a positive way to minimise the incidents of late returns and loss.
- To supervise student librarians, arranging induction and providing any appropriate training. Supporting the Curriculum
- In liaison with the Literacy Coordinator, to support the implementation of the school's Reading, Writing, Communication and Maths Policy and the whole school drive to promote and improve literacy.
- To support the Literacy Coordinator in running small group interventions to improve literacy.
- To listen, understand and interpret requirements, give advice and guidance in order to provide access to suitable learning resources to both teachers and students.
- To encourage reading and the use of the libraries as an essential part of the wider curriculum.
- To work with heads of department to develop their schemes of work by identifying resources and equipment that will be of use to them.
- To develop links with other school libraries/librarians and the LA library service. Stock/Resource Management
- To prepare and manage the library budget, including funds allocated for the purchase of library materials, equipment and furniture and the development of information services from school funds and other sources.
- To select and purchase library resources in all appropriate formats, in consultation with the various heads of department and teaching staff, utilising an appropriate range of suppliers.
- To organise the cataloguing, classifying and indexing of the library resources and resources located elsewhere in the school, in all formats, as required. This should ensure that access to and retrieval of material and information is as efficient as possible.
- To manage the day-to-day organisation of the libraries, including the supervision of routine clerical duties such as filing, shelving, issue and recovery systems.
- To provide training as necessary for students involved in running the libraries.
- To ensure that book stocks and all library resources are carefully monitored.

- To develop, in consultation with teaching staff, the provision of information services using appropriate technology to support the curriculum and individual information needs. Promoting the Library
- To promote the use of the School Library as a suitable venue for meetings and various displays.
- To maintain the libraries in good order and create/maintain a quiet, productive atmosphere conducive to study and learning.
- To work with subject leaders to identify opportunities for them and their students to work in, and to create displays for, the library and resources zones
- To promote the use of the School Library and encourage students to read through competitions, reading groups, national events such as World Book Day etc.
- To receive visitors, including prospective students and parents, and promote the School Library to them by giving a brief tour of the facilities.

Other duties:

- To ensure the school's Health and safety policy and the current Health and Safety regulations are adhered to and implemented
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Maintain high quality working relationships with staff that contribute to creating a productive and happy working environment
- Participate in training and other learning activities as required
- Attend and participate in regular meetings
- Contribute to the wider life of the school if required
- Perform all other reasonable requests from the Headteacher and Line Manager
- Respect confidentiality at all times.
- Be committed to developing a full understanding of school procedures as laid out in the CWS staff handbook, CWS student diary and all related policy and procedure documents
- Be committed to following all procedures laid out in the documentation above to help maintain a positive, professional, fair and consistent working environment for all. Alignment with our ethos and our core values of **Teamwork, Respect, Enjoyment, Discipline** and **Sportsmanship** is expected at all times.
- The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> • Educated to an A-Level standard. 	<ul style="list-style-type: none"> • Professional Qualification in librarianship, information management of information science (strongly preferred or undertaking training) • Chartered member of CILIP
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> • Knowledge of policies, procedures and practices for library management. • Highly organised with good time management skills and the ability to work under pressure and independently Knowledge, understanding and competence in ICT including library management systems. • A high degree of professionalism in their approach to work and tasks set. Communicate clearly with all sections of the School community both orally and in writing. • Ability to analyse the needs of library users and secure appropriate resources to meet those needs. Knowledge of Microsoft Office and be confident in their use. • Be willing to learn new computer systems, Creativity in making the library an attractive place for pupils, supporting literacy Knowledge of SIMS or equivalent. • Learning support skills and developing the research capabilities of students. Behaviour management skills Ability to adhere to working procedures and policies within the School environment. • Ability to form good working relationships with colleagues, students 	

	<p>and parents and work as part of a team</p> <ul style="list-style-type: none"> ● An understanding of basic health and safety requirements. 	
<p>Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:</p>		
	<ul style="list-style-type: none"> · Demonstrate a positive, active and cooperative outlook · Self-confidence to deal with student behaviours and difficult situations · An approachable, accommodating attitude · High standards embracing honesty, integrity, loyalty and trustworthiness · Ability to be flexible, adaptable and know when to use own initiative · Able to remain calm and act sensibly under pressure · A good team player and collaborative worker · Present a good role model to students · Grasp of the Coombe Wood ethos, supportive of the drive for health and fitness among the school community 	

The Recruitment Process

1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **11.59pm on 27th September 2024**. Applications received after this date will not be considered.

2. Shortlisting

Shortlisting will be finalised on **30th September 2024**. Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

3. Interview Process

Interviews will be held on **1st October 2024**. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post as soon as possible.

6. Additional information

For further information, please contact Careers@coombewoodschool.co.uk

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.