



Temporary Librarian's Assistant

September 2017

Vacancy Information

Wycombe Abbey
High Wycombe
Buckinghamshire
HP11 1PE

Tel: 01494 520381



WELCOME TO WYCOMBE ABBEY

Wycombe Abbey is a world class school. Founded in 1896 by pioneering Headmistress Dame Frances Dove, the School has been at the forefront of women's education for the past 120 years. It is committed to providing girls with the knowledge, skills and confidence to excel in the ever expanding global workplace.

Set in magnificent grounds spanning more than 160 acres, the School has superb modern facilities, including a Sports Centre with a 25-metre indoor heated swimming pool, a dance studio, a fitness studio, a Courtyard Cafe and a Performing Arts Centre with a theatre and recital hall. Its teaching facilities are excellent.

Of the 600 pupils, ranging from 11 to 18, 560 are full boarders and 175 are in the Sixth Form. The majority of our girls come from within a one-hour radius of London; other boarders travel from further afield. More than 35 nationalities are represented within the School's full boarding community.

This year's GCSE and A level results were, as usual, outstanding with 97.7% of all GCSE entries being graded A*-A. At A level, 85.7% were A*-A. A third of last year's leavers went to Oxbridge and about a dozen to US universities including Brown, Columbia, Harvard and MIT.

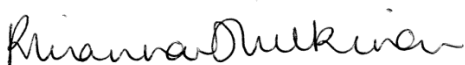
Wycombe Abbey is committed to maintaining full boarding for the needs of modern families. Girls who enter the school at 11+ have their own Junior Boarding House. From the age of 12 to 17, pupils live in 9 mixed-age Senior Houses, and in the Upper Sixth girls move into Clarence House, a purpose-built study-bedroom complex.

Very many co-curricular and enrichment opportunities are on offer for girls across the age range. Last year, the sports teams reached 16 national finals and the sports department offers more than 30 sports on a regular basis. Our music department teaches more than 600 individual lessons a week and nearly every pupil plays an instrument, if not two. The drama provision is equally impressive with numerous productions happening annually and, last year, more than half of the girls performed in a production at Shakespeare's Globe to celebrate the 120th anniversary of Wycombe Abbey's foundation.

The School is ideally located to be able to enjoy a wide variety of activities with other independent schools including Eton, Harrow and Radley. The boys join the girls for dinners and dances. We also enjoy close relationships with the two boys' grammar schools in High Wycombe, with our pupils and theirs co-operating in choirs, an annual Management Conference and other social and academic events.

No institution can afford to stand still if it wishes to remain at the top of its field and Wycombe Abbey is no exception. We keep all aspects of our work – academic, pastoral and co-curricular – under review and it is our intention to strengthen further our position as one of the world's leading boarding schools. In terms of site development, we are about to open a new pair of £18 million boarding Houses. We are committed to refurbishing much of our boarding accommodation and we have plans to re-develop significant teaching and learning areas in the Abbey building. We are currently at work on a new strategic plan to guide us through the next five years. We are thrilled that our first sister school in Changzhou opened this September and we are working hard to foster excellence there not only in academic terms, but also in the soft skills of creativity, emotional intelligence and leadership. There are a number of opportunities for staff to be involved in 'DNA transfer' discussions in our International 'Think Tank' group. We hope to open other Wycombe Abbey International Schools in Asia in the near future.

Exciting times are ahead.



Rhianon J Wilkinson

Headmistress



THE LIBRARIES

The school has four main libraries, three smaller specialised libraries and each boarding house has its own small library. Most departments have subject collections. The main libraries contain between them approximately 30,000 books. The libraries take daily newspapers and a selection of magazines and periodicals. There is increasing access to electronic resources including JSTOR, managed by the librarian.

The Libraries are open between 8.00 a.m. and 9.30 p.m. daily in term time. The main libraries are usually accessible during school holidays when the Librarian is in attendance. There is a team of Lower Sixth House Librarians who support the Librarian, led by two School Librarians who continue their year of office into the Upper Sixth. All the libraries are catalogued using Heritage Cirqa Management System. Information about holdings can be obtained from any computer via MyWycombe, the school Intranet. A simple self-issue system is in operation.

Acquisitions are based on staff and student recommendations, and we also benefit from donations. Topic boxes are assembled from our own stock to support particular A levels and coursework. The Librarian also has a key role in supporting Heads of Department in managing their learning resources. The libraries mount regular exhibitions and displays in support of both curricular and extra-curricular activities. Promotional events, such as World Book Day, help to raise the girls' awareness and enjoyment of literature.

PERSON SPECIFICATION

Following the retirement of our current Librarian, we are looking for an enthusiastic and organised Librarian's Assistant to look after our libraries for approximately one term, before the start of our new Librarian.

The successful applicant is likely to possess:

- Excellent IT skills.
- Excellent communication skills.
- A love of reading.
- The ability to build a positive and collaborative relationship with pupils and staff alike.
- The highest level of customer service skills.
- Understanding of and enthusiasm for the boarding ethos





BENEFITS OF LIVING IN HIGH WYCOMBE

Wycombe Abbey is set in 170 acres of parkland. It is a beautiful countryside setting, within a 5-minute walk of the town of High Wycombe where there are many cultural amenities such as the Swan Theatre, with touring West End productions, a multiplex cinema, a range of restaurants and shops including a John Lewis and a House of Fraser. A Waitrose has opened nearby, and there is easy access to the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby. There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding Grammar Schools for boys and girls in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford is within 30 miles, Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to the other London airports.

TERMS OF APPOINTMENT

A formal contract of employment will be drawn up on appointment. The following notes provide guidance, without prejudice, on the main provisions of the agreement.

CONTRACT

This is a temporary contract for approximately one term.

APPOINTMENT DATE

As soon as possible.

HOURS OF WORK

40 hours per week during term time.

SALARY

Wycombe Abbey has its own salary scale.

PENSION SCHEME

All eligible staff will be enrolled automatically within the School's pension scheme.

DEATH IN SERVICE COVER

Members of the pension scheme have life cover at x 2 annual salary.

TRAINING & DEVELOPMENT

There is an extensive induction programme for new colleagues and ongoing professional development and training of all staff.

PROVISION OF MEALS

Meals and refreshments are provided free of charge during the working day.

SPORTS CENTRE

The facilities in the Davies Sports Centre (swimming pool, squash courts, fitness suite, etc.) are available for staff use.

PARKING

Free parking is provided.

EQUAL OPPORTUNITIES

It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

SAFEGUARDING

All staff share responsibility for promoting and safeguarding the welfare of the pupils and must adhere to, and comply with, the school's Safeguarding Policy at all times.

PRE-EMPLOYMENT CHECKS

The appointment is subject to an Enhanced Disclosure and Barring check.

APPLICATIONS

The closing date for applications is 12 noon on 28th June.

Please submit a completed application form for support staff, which you will find on our website, as soon as possible, together with a covering letter addressed to the Headmistress, Mrs Rhiannon Wilkinson, outlining the experience and personal qualities which you believe qualify you for this position. The application form and letter should be emailed to Mrs J Wetenhall, HR Manager: wetenhallj@wycombeabbey.com



www.wycombeabbey.com