

Orley Farm School



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Appointment of School Librarian

Background

Orley Farm School is a leading co-educational independent preparatory school set in 36 acres on beautiful grounds. We are a friendly, stable and caring community, proud of our academic achievements and dedicated to bringing out the full potential of each of our 500 pupils.

Benefits of working at Orley Farm School include:

- An extremely committed, loyal and happy staff and highly motivated pupils
- Reports to the Deputy Head Academic.
- Salary will be competitive dependent on experience and qualifications.
- The normal hours of work are 25 hours per week from 9:30am to 2:30pm, term time only, approximately 36 weeks a year.
- A beautiful working environment set in a 36-acre site in Harrow on the Hill.
- A highly competitive salary scale.
- Death in service benefit.
- Membership of a Pension Scheme.
- A comprehensive CPD Programme.
- The opportunity to select and attend relevant training courses
- On-site parking.
- An offer of employment will be subject to a probation period of 12 months. During the probationary period, employment will be subject to termination of one weeks' notice on either side.
- Excellent transport links (we are in close proximity to both the Piccadilly and Metropolitan lines and very close to the A40)
- Breakfast and lunch are provided free of charge in the school's dining hall during term time, including vegetarian options. Refreshments are supplied throughout the day.
- An outdoor swimming pool which staff are encouraged to use throughout the summer months

The Role

The School Librarian manages and operates a major learning environment used by the whole School community. The Librarian is responsible for the acquisition and organisation of resources appropriate to the learning needs of the full age and ability range within the School.

Duties and Responsibilities

The job description is subject to change. The post holder is expected to undertake such other duties within their capabilities and those which the Line Manager may require.

The Librarian shall fulfil the following:

- Provide an appropriate range of mixed resources for both the curricular and leisure needs of the various age groups.
- Maintain and weed the library stock;
- Research, select and order new stock;
- Catalogue, classify and keyword new library resources;
- Cover and repair stock;
- Maintain stock on a day-to-day basis including loans, reminders, reservations and shelving;
- Work in a positive way to minimise late returns and losses;
- Keep software up to date with the assistance of the IT Department;

- Promote and encourage use of the library and its resources to both staff and pupils;
- Assist individual pupils to select appropriate books;
- Teach library and information retrieval skills to staff and pupils;
- Communicate enthusiasm for books and encourage reading for pleasure;
- Train and supervise library helpers;
- Work with SLT in preparing the financial estimates and managing the library budget;
- Liaise with teaching staff to provide and update curricular resources;
- Create and maintain displays and guidance posters and notices;
- Organise World Book Day, special events and arrange for authors to visit the School;
- Liaise with Pre-Prep and Middle School and Upper School staff and provide professional help and expertise as needed;
- Carry out any additional reasonable requirement of the Head or Deputy Head Academic.
- Attend and support Sectional events, within school and out of school hours.
- Attend in service training and professional development courses when appropriate.
- Carry out any other duties that may be commensurate with the post.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead in line with School Policy or to the Headmaster.

Person Specification

The Librarian should have/be:

- previous experience of working in a Library.
- the ability to work as part of a team and relate cheerfully to both students and teachers.
- the ability to relate well to children and adults.
- excellent IT skills, including use of MS Excel, MS Word, Firefly and Office 365.
- creative, friendly, patient, calm, caring and adaptable.
- excellent verbal and written communication.
- willingness to undertake training when required.
- understand relevant policies/codes of practice and awareness of relevant legislation in relation to working with and the protection of children and young people.
- willing to engage in ongoing professional development.
- systematic and organised in approach.
- sympathetic to the aims and ethos of our school.
- patient and resourceful.

The Application Process

Suitability for the post will be measured through the application form, interview process, supporting evidence, e.g., certificates, and references undertaken. Copies will be taken of ID documents and qualification certificates when invited for an interview and will be only be kept on file if your application is successful. If you are unsuccessful all copied documents will be destroyed confidentially and securely.

Applications should consist of the school's application form. CVs will not be accepted in place of the School's application form. Candidates should complete the application form provided with details of qualifications and experience and the names, addresses, telephone numbers and email addresses of two professional referees, one of whom should be the Head of their present or most recent school.

We encourage all application forms to be e-mailed directly to Purvi Patel, HR Administrator, marked confidential at HR@orleyfarm.harrow.sch.uk

If you would like to return the completed application form by post, please marked it for the attention of:

**Purvi Patel, HR Administrator
Orley Farm School
South Hill Avenue
Harrow,
HA1 3NU**

If you have any questions or would like to discuss the role further, please contact Purvi Patel on **020 8869 7602**. All applications will be acknowledged and candidates who have not heard from us further within two weeks of the closing date should assume that the post has been filled.

As the information contained in the application form is used during the selection process, it is essential that you complete all sections as fully as possible. If you need more space, please continue on a separate sheet of paper.

Orley Farm School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.