

St Bede's School

'Christian Education at its Best'



Library Assistant

11.5 hours per week

£6,176

To start March 2024

Application Deadline: 09:30 on 8 January 2024

64 Carlton Road, Redhill, Surrey, RH1 2LQ Telephone: 01737 212108

Belonging

Education

Determination

Excellence

Service

Ofsted
Outstanding
Provider



About St Bede's

At St Bede's we are proud to serve roughly 1900 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In March 2023 Ofsted carried out an inspection of St Bede's and judged the school outstanding. The report acknowledged that pupils behave exceptionally well and they are happy and safe. They are unfailingly respectful to each other, to staff and to visitors and their positive attitudes mean that lessons are rarely disrupted. The inspection highlighted that leaders in subjects across the school have created an ambitious curriculum. Teachers have a very high level of subject knowledge and expertise which they use to provide pupils with explanations that are rich in details, bringing the subject to life.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and maths results achieved at GCSE. Both departments achieved fantastic results at 4 and 7 grades.

Measure	2019	2023
Attainment 8	58.27	58.63
Progress 8	+0.73	TBC
EBACC	54%	45%
EBACC entered	84%	57%
4+ English	92%	92%
4 +Maths	89%	94%

Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.

Please see our staff prospectus for further information about working at St Bede's.

"Pupils enjoy their time in class and describe their lessons as 'inspirational'. The content of these inspirational lessons reflects the high expectations that staff have for what pupils can accomplish."
Ofsted 2023

School Library at St Bede's

We are seeking a library assistant to join our library team from March 2024, on a part-time basis.

The successful candidate will work 11.5 hours per week:

- Wednesday - 09:00-15:00
- Thursday - 08.30-15:00

There will be a 30 minute unpaid lunch break each day.

We anticipate that there may be additional hours available in the new academic year.

The library at St Bede's School is a large, bright and comfortable space at the heart of the school and we are proud to have an extensive collection of books, periodicals and other resources. The library is open all day, every day and is a very busy space where students from year 7 through to sixth form can read, complete homework or study and where teachers bring classes for research or reading lessons. There are computer facilities and printing facilities available for students and we use an online library management system and OPAC.

We run several lunchtime book clubs and activities to encourage students to use the library and our resources and have an active team of student library helpers who assist us day to day in keeping the library tidy and running smoothly. We are also active in promoting reading for pleasure.

The library staff are a small and friendly team who support the school community in numerous ways and maintain the library as a calm and inviting hub for reading and learning. Working here is a varied and exciting role - no two days are the same and we are in a unique position in the school. We have regular contact with staff and students; it is a pleasant working environment with excellent resources and we enjoy a good level of support from the school management. It is a creative space which is always evolving in terms of our vision for the future and we are looking forward to working with the right candidate to continue to develop the library.

The successful applicant will be expected to use Oliver library management system (circulation, cataloguing and news pages) and the school network and information systems (Google based). They will also help students and staff choose and borrow books, find information, and assist with computers and IT, printing and media resources. They will need to help maintain the condition of the library, prepare new resources and supervise students and manage students' behaviour to help maintain a calm and quiet space. They will also be responsible for providing clerical support to the Library Manager and promoting the library to staff and students with visually attractive themed displays.

Job profile - Library Assistant

St Bede's is a voluntary-aided school in which staff are employed by the Governors and will work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. All staff are expected to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

Role Purpose: The role provides specialist library support which requires technical and professional library expertise. The Library & Resource Centre plays an important part in enabling learning and supporting pupils in their wellbeing, behaviour and personal development.

Key deliverables include:

- Assisting in administering, maintaining and developing the library and learning resources;
- Working with the Library & Resource Centre Manager to provide a service which responds to the needs of students and staff
- Supervising study and behaviour in the library, promoting a constructive environment
- Assisting students to find information for coursework, homework and projects
- Promoting the library as an integral part of the providing an outstanding education to students.

Contract The contractual basis of this post is the current Surrey Pay scheme and any other regulations currently in force.

Job Family: Children Learning & Educational Support **Grade:** 4

Responsible to: Library & Resource Centre Manager

Accountabilities & Tasks

The key accountabilities are numbered below. Additional information/responsibilities are shown as bullet points under each accountability and are not considered to be exhaustive.

1 Service & Support Delivery

1.1 Provides specialised support /interventions for individuals or groups.

- Assisting in administering, maintaining and developing the library and other learning resources
- Working with the Library & Resource Centre Manager to provide a service which responds to the needs of staff and students
- Supervising study and behaviour in the library, promoting a constructive environment
- Assisting students to find information for coursework, homework and projects
- Promoting the library as an integral part of the providing an outstanding education to students.
- Working on the circulation desk issuing, returning and renewing items
- Using the computerised library management system to follow up overdue items with pupils, staff and parents
- Supporting the day to day use of ICT in the library
- Promoting the library with attractive and visually stimulating displays

- Manage the smooth running of the library in the absence of the Library & Resource Centre Manager

1.2 Monitoring and assist with routine tasks such as cleaning equipment, tidying up and maintaining supplies of materials and equipment

- Preparing new resources for use in the library including cataloguing, labelling, tagging and covering items
- Maintaining the condition of the library stock including tidying, shelving and mending
- Maintaining and managing the periodicals collection
- Maintaining the stock of essential stationery items

2 Planning & Organising

2.1 Plan and organise own work to meet given priorities.

3 Working with Others

3.1 Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary

3.2 Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures

3.3 Liaise and work in partnership with teachers in activities that may impact on the library

4 Analysis, Reporting & Documentation

4.1 Maintain and submit records following relevant school policies & procedures

5 Duties for all

5.1 Values: To uphold the values and behaviours of St Bede's School.

5.2 Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

5.3 Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of yourself and others.

5.4 The Core National Standards for Supporting Teaching & Learning:

- To understand and carry out the role in line with agreed standards, expectations & qualifications.
- To contribute to and influence children's learning and personal development.

5.5 To have regard to and comply with safeguarding policy and procedure as appropriate.

Additional Requirements

6.1 Carry out any other task which might reasonably be required

Person specification

	Essential	Desirable
Christian Commitment	<ul style="list-style-type: none"> • Able to support the aims and mission of an ecumenical Christian school 	<ul style="list-style-type: none"> • Personally committed and practicing Christian, member of any denomination served by the school
Education and Training	<ul style="list-style-type: none"> • A good standard of education – (Minimum GCSE Grade C in English & Mathematics or equivalent) 	<ul style="list-style-type: none"> • Educated to A Level • Experience with data management, word processing, presentations
Experience / Skills	<ul style="list-style-type: none"> • Good IT skills • Good literacy skills • Good understanding of the role and function of a school library 	<ul style="list-style-type: none"> • Experience working in a library • Relevant clerical experience • Experience working in a secondary school or with young people
Personal Qualities	<ul style="list-style-type: none"> • Ability to take responsibility in the Library Manager's absence • Methodical and efficient approach to work • Creative and artistic, with an interest in books and reading • Ability to work as part of a diverse team • Flexible and resourceful - able to adapt and use own initiative • Good communicator • Able to be professionally assertive when required and supervise students effectively • Patient and calm under stress • Reliable and committed • Sense of humour and resilience • Committed to professional development; prepared to undertake training as required by the role • Effective collaboration and team working 	

How to apply

If you would like to apply, please complete our application form for support posts and send it to us with a supporting statement (no longer than 2 sides of A4) which explains what attracts you to the post, as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

peopleteam@st-bedes.surrey.sch.uk

If you have any queries please ring the People Team on 01737 214048 or send an email to peopleteam@st-bedes.surrey.sch.uk

The deadline for receipt of completed applications is 09:30 on 8 January 2024.

We look forward to hearing from you.

Our data protection policy for job applicants is available [here](#).

