



JOB DESCRIPTION

Librarian

REQUIRED AS SOON AS POSSIBLE



THE SCHOOL

Our core belief, that individuals really matter, shapes our values driven ethos of honesty, responsibility, respect and kindness.

Our key aims are:

- To provide an outstanding all round education at each stage of the 3-13 embracing diversity and promoting a culture of equity and inclusion.
- To ensure that every child is nurtured, supported and challenged, relative to their ability, to make excellent personal and academic progress.
- To provide an exceptional pastoral care framework to ensure every child has dignity, purpose and opportunity.
- To empower children to reach Destination 13 as well-rounded individuals and equipped to make a long lasting contributions within their community and beyond.
- To create and invest in an optimal school environment so every child can excel on their journey.

Feltonfleet is a thriving, co-educational day and weekly/flexi-boarding Pre-Prep and Prep school located near the A3 in Cobham, Surrey. Our pupil roll stands steadily each year at around 400. The School is set in 25 acres of grounds and woodlands, and presents a marvellous and inspiring working environment.

Following Shelley Lance's successful tenure, Oliver Barrett will join as Feltonfleet Head in January 2027, with Elizabeth Sieczko serving as Interim Head until then. The school has charitable status and there is a board of Governors.

There are 60 full time teaching staff and a large support team. All members of staff are expected to demonstrate a positive work ethic alongside a spirit of collaboration and mutual support for one another.

Approximately 50 pupils are weekly or flexi boarders. We follow a Monday to Friday routine, with sport matches for Prep school pupils on Saturday mornings.

After an excellent ISI inspection in May 2026, we move forward with excellence as our habit.

Creativity, individuality, critical thinking, resilience, learning from mistakes and instilling a life-long passion for learning are the heart of our approach.

The school provides an excellent framework for professional development with an extensive INSET programme and training. Staff are well supported through an appraisal system which encourages colleagues to seek appropriate courses with a view to constantly raise standards. Feltonfleet is a leading light in its use of digital technology in the classroom with iPads and Google Docs. Teaching staff are supported to gain Apple Teacher status as part of their CPD.

Feltonfleet recently announced its partnership with Reed's School and Ripley Court School to create the Reed's Schools Charitable Trust, establishing a seamless, co-educational pathway for families from the age of three through to A Level. The merged Trust will comprise three outstanding schools: Reed's School (ages 11-18), Feltonfleet (ages 3-13), and Ripley Court (ages 3-11).

All three schools share a common vision and ethos placing the child at the heart of education, with a focus on character, integrity, compassion, responsibility, inclusion and service.



WHY FELTONFLEET ?

Benefits

- Pension scheme and associated benefits provided by Royal London
- Training and development support
- Discounted school fees
- On-site parking
- Complimentary lunch on site during term time
- Use of school swimming pool
- Annual flu jabs

School life

Feltonfleet provides a thriving school community both for pupils and staff, something that is echoed daily in our core belief 'Where individuals really matter'.

The facilities and grounds at Feltonfleet provide top class learning environments with bespoke settings for a range of specialist teaching including our Pre-Prep, science laboratories, DT, art and outstanding sporting facilities.

Feltonfleet is committed to providing development opportunities to all staff members through formal and informal training. We encourage and endeavour to provide staff with relevant support to grow within their role to ensure all staff fulfil their full potential while at Feltonfleet.



THE ROLE

Job title: Librarian

Reporting to	Deputy Head (Academic)
Start date	As soon as possible
Hours	Wednesday and Thursdays 7.45 am - 1.15 pm, Fridays 7.45 am - 1.45pm. This is as a job share so there is also additional flexible handover time of two hours. A total of 19 hours per week
Salary	£12,283 per annum

Role Overview

At Feltonfleet, we see the Library as much more than a place to find a book. It is an important part of school life, supporting pupils' academic development, curiosity, confidence and wellbeing. The Librarian plays a central role in creating a welcoming, engaging and inspiring library environment where pupils are encouraged to discover new ideas, develop a love of reading and become confident, independent learners.

Working closely with pupils and colleagues across the school, the Librarian will support the Library's contribution to teaching and learning, promote reading for pleasure, maintain a vibrant and relevant collection, and ensure that the Library is a space where pupils feel comfortable, supported and inspired.

The following pages provide an overview of the role and the key activities undertaken by the Librarian(s) to support the Library's important contribution to the academic and pastoral life of Feltonfleet.

The duties outlined in the following pages are not exhaustive and may be amended from time to time to reflect the needs and priorities of the School.

As with all roles at Feltonfleet, the post holder(s) will be expected to work flexibly and undertake other reasonable duties that are consistent with the nature and level of the role.



KEY AREAS OF RESPONSIBILITY

Lesson Preparation & Planning

Includes:

- planning Library lessons
- preparing appropriate resources
- adapting sessions for different year groups
- preparing reading initiatives
- organising themed learning opportunities
- liaising with staff regarding curriculum links and ways the library can support specific areas of the curriculum

Library Management System & Stock Development

Includes:

- selecting and purchasing appropriate stock
- cataloguing new books
- processing and preparing books for pupil use
- removing outdated or unsuitable stock
- maintaining a balanced collection
- ensuring stock meets a wide range of ages, abilities and interests

Reading Tracking & Data Monitoring

Includes:

- monitoring reading journeys
- updating reading records
- supporting pupils with book choices
- identifying pupils requiring additional support
- liaising with teachers regarding reading progress

Parent Communication & Reading Guidance

Includes:

- personalised reading recommendations
- supporting families with reading choices
- 11+ reading guidance
- holiday reading suggestions
- responding to parent concerns about reading development



Teacher & Curriculum Liaison

Includes:

- discussing pupil reading progress
- recommending appropriate texts
- supporting individual pupils
- contributing to reading plans
- supporting curriculum topics with relevant resources

Learning Enrichment Liaison

Includes:

- supporting pupils with additional needs
- discussing accessible reading options
- updating reading approaches
- contributing to individual pupil support
- attendance at welfare meetings



KEY AREAS OF RESPONSIBILITY

Pastoral and Pupil support

- Creating an inviting and welcoming space for pupils during break times and lunchtimes, providing a range of activities such as book recommendations, colouring, games, structured activities

Additional Whole School Contribution

Includes:

- demonstrating all aspects of the library as part of prospective parent tours including showcasing literacy provision and demonstrating the school's culture and values
- supporting pupil visits / Taster days
- work with other local schools on a range of events
- Book fairs
- Work with colleagues to create a fun and engaging celebration of World Book Day
- Liase with local book shops to arrange book fairs for parents and pupils.
- Organsie author visits.

Policy & Professional Responsibilities

Includes:

- updating relevant library policies
- drafting and / or updating relevant risk assessments
- adherence to the school's safeguarding policy and procedures
- professional reading and development
- completion of relevant training



SKILLS AND EXPERIENCE

The successful candidate will demonstrate:

- A genuine enthusiasm for books, reading and supporting children's learning.
- Experience of working with children or young people, ideally within an educational or library setting.
- Excellent communication skills and the ability to develop positive relationships with pupils and colleagues.
- Strong organisational skills, with excellent attention to detail and the ability to manage resources effectively.
- Confidence in using technology and digital resources to support learning and research.
- The ability to work independently, use initiative and take ownership of the day-to-day running of the Library.
- Creativity and enthusiasm for developing activities and initiatives that encourage pupils to read and engage with the Library.
- An understanding of the different needs, interests and reading abilities of pupils across the age range.
- The ability to work collaboratively with teachers and other colleagues to support the curriculum.
- A flexible, positive and proactive approach, with a willingness to contribute to the wider life of the School.
- A calm, approachable and encouraging manner, creating an environment in which pupils feel welcome and supported.
- A strong commitment to safeguarding and promoting the welfare of children.

Skills and Experience

Essential

- Knowledge of literature and children's/young people's books
- Understanding of the role a school library can play in supporting learning and reading for pleasure
- Experience of organising and maintaining resources and information
- Ability to manage competing priorities effectively
- Warm, approachable and pupil-focused
- Creative and proactive in developing the Library

Desirable

- Library/information qualification or relevant professional training
- Knowledge of current children's and young adult literature
- Understanding of the independent school environment
- Experience working in a school library
- Experience of supporting reading initiatives or literacy programmes
- Experience of collaborating with teaching staff to support the curriculum
- Experience of using a library management system
- Experience of using digital library and research resources
- Ability to recommend appropriate books and resources to pupils of different ages and abilities
- Previous experience of working within a safeguarding-focused environment

YOUR APPLICATION

Please ensure you read the job information pack carefully, as well as the relevant policies on our website. Applicants are asked to complete the downloadable or online application form available on our website.

The application form is available in a Microsoft Word read/write format or the PDF may be printed and completed by hand.

You should provide a covering letter in support of your application addressed to the headmistress, Mrs Elizabeth Sieczko. Please note: applications should be submitted by email and sent to hr@feltonfleet.co.uk

Documents must either be in Microsoft Word or PDF format as we are not able to accept any other type of file. All applications will be acknowledged by email within one working day of receipt.

Please contact Human Resources on 01932 862264 should you have any questions or if you have not received an acknowledgement.

Please note that we reserve the right to conduct interviews prior to the closing date. Feltonfleet School and its staff are committed to safeguarding the welfare of children. To support this commitment, successful applicants will be required to undergo screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and social media checks.

It is an offence for any person barred from working with children to apply for this post. References may be taken up at any stage during the recruitment process.





Feltonfleet

PREPARATORY SCHOOL

WHERE INDIVIDUALS REALLY MATTER