



CANDIDATE BRIEF

LIBRARIAN



St John's School
LEATHERHEAD



ABOUT ST JOHN'S

Thank you for your interest in St John's. Our mission is to create an environment that is kind, supportive and full of opportunity, that inspires and equips pupils to thrive now and in the future.

We are proud of the outstanding work that our teaching and support staff do to create the vibrant, inclusive community which characterises our school. Working with us offers an opportunity to teach, grow, contribute and become part of a forward-thinking team. We look forward to welcoming an exceptional candidate to join us. **Alex Tate, The Head**



St John's is a co-educational independent school for over 800 boys and girls aged 11 to 18 and predominantly a day school (75% day, 25% boarding) with an innovative boarding offering which includes weekly, flexi or ad hoc options to create the best possible balance between home and school life for busy families.

As soon as you walk through the door into St John's, you sense the warmth and feeling of community that pervades our school. From the historic architecture to the infectious enthusiasm of staff and pupils, this is a welcoming and exciting place in which to belong.

Founded in 1851 to provide education for the sons of the poor clergy, St John's has always been progressive and has developed significantly over time to meet the changing needs of the pupils we educate. Although we have changed with the times, our core values of courtesy, kindness, respect and tolerance hold true and remain integral to what it means to be part of St John's.

The School has a reputation for innovation, academic excellence, strong pastoral care and a first class all-round education for every pupil. Interest from prospective families is strong and growing, meaning that we are over-subscribed with five candidates for every Year 7 (11+ Lower Third) place and every Year 9 (13+ Fourth Form) place. Although there are currently over 800 pupils enrolled, our strong staff team enables us to keep class sizes small.

In the first two years of St John's, Years 7 and 8 (Lower and Upper Third), pupils belong to the Lower School. From Year 9 (Fourth Form) upwards, each pupil joins either a boarding or day house where they are cared for by a team of tutors and domestic staff who are overseen by a Housemaster or Housemistress. The strong pastoral ethos provides a supportive and nurturing environment that centres upon the development of the individual child. Delivering a truly rounded education, with rich co-curricular opportunities and experiences, is at the heart of school life and all pupils participate in the varied array of activities on offer from sport, music and drama to serving the community. The School has a Christian foundation and all pupils attend Chapel once a week.

Set in the beautiful Surrey countryside, the School's 50-acre campus is a short stroll into Leatherhead town centre and just 45 minutes by train to the cultural attractions of nearby London. It has excellent transport links by road, rail and nearby airports Heathrow and Gatwick. We are fortunate to have an impressive campus with a stunning mix of mid Victorian architecture and purpose-built contemporary additions. Our facilities are excellent and, from the state-of-the-art Sports Centre to the high quality IT infrastructure which enables our 1:1 managed device scheme, we ensure that we create the best possible environment in which to learn and work.



WORKING AT ST JOHN'S

We believe there is no limit to our pupils' potential and, in this vibrant learning community, we encourage our pupils to work hard, aim high, help others and have fun. None of this is possible without the exceptional team of people who make up St John's staff. We value the expertise, energy and commitment of our staff across all areas of school life and reward, support and develop our employees accordingly. Attracting and retaining the very best people is fundamental to allowing us to take St John's forward.

Our academic staff body is actively involved in developing creative and sophisticated teaching and learning practices through regular CPD, self-reflection and peer observations. Class sizes are small, our staff support is first-rate and the high standards set in the classroom reflect in excellent public examination results. We are firm believers that academic results are not the only measure of a successful education and our rounded approach aims to create open-minded, thoughtful, confident and happy young men and women who will go on to have productive, positive experiences in higher education and their adult lives.

Our support staff are integral to the wider success of the School. They are highly skilled professionals whose expertise allows the School to function effectively across functions as diverse as estates, operations, communications, catering, pastoral care, IT, finance and HR.



EMPLOYEE BENEFITS

PROFESSIONAL REWARD AND DEVELOPMENT

We recognise the expertise of our staff and aim to create an inspiring environment in which you can work to your full potential and develop your career.

What We Offer:

- A competitive remuneration package with additional allowances for extra responsibilities
- A comprehensive induction and CPD programme for all levels of staff
- Regular appraisals to reflect on professional practice and developmental opportunities
- Full commitment to the induction and training of ECTs, providing excellent support and ongoing training and support with teacher training for unqualified teachers
- A comprehensive INSET programme delivering high quality seminars, shared good practice, first aid training and insights from expert external speakers
- High quality IT facilities, hardware and software
- Well-resourced departments
- Automatic enrolment into the School's pension schemes.

REWARDS AND PERKS

To make everyday life just that bit easier, we are continually developing the variety of rewards, discounts and perks that we can offer our staff.

What We Offer:

- A discount on school fees for staff children who satisfy the admissions criteria (following successful completion of probationary period / proportionally reduced for part time members of staff)
- Cycle to Work Scheme
- Microsoft 365 for up to five personal devices
- Interest free School Loan
- Access to discounts at popular retailers
- Discounts are also available at local businesses such as Nuffield Health in Leatherhead.

HEALTH AND WELLBEING

Your health and wellbeing is important to us and we encourage our staff to make use of the services offered to help you live and work healthily and happily.

What We Offer:

- Family friendly policies including flexible working, enhanced maternity and paternity pay
- A fun, free weekly bootcamp to get fit in an encouraging, motivating environment
- Use of the School's Sports Centre and outstanding sports facilities, including the swimming pool, at agreed times
- Access to the Employee Assistance Programme (Education Support Partnership) which provides caring and compassionate advice and support on professional or personal matters
- During term time, our excellent Catering Department provides meals and refreshments
- Free flu vaccinations
- Access to Wellbeing Champions.

COMMUNITY AND ENVIRONMENT

This is a stimulating, welcoming community where colleagues build supportive professional relationships and friendships.

What We Offer:

- A supportive network of experienced Heads of Department, Senior House Staff and the Senior Management Team
- Highly skilled support and academic staff who, together, are integral to the successful running of the School
- As part of the staff community you can take part in enjoyable social events, sports activities and more...
- A beautiful environment which combines well-maintained historic buildings with state-of-the-art facilities
- Many parts of our beautiful and flexible school site are available to hire at a discounted rate for staff
- For eligible staff, accommodation within walking distance to St John's may be available.



THE ROLE

The Library plays a key role in enhancing the quality of teaching and learning. The Librarian will manage, develop, promote and evaluate of an effective learning resource and information service which supports learning and teaching across St John's School .

SUPERVISORY RESPONSIBILITIES

Learning Resources Assistant.

MAIN RESPONSIBILITIES

Planning and Development

- Organising and managing the Library, ensuring its effective use by classes, groups, and individuals
- Creating and implementing a policy for the Library which incorporates the educational aims and objectives of the school, and complies with data protection, copyright, health and safety legislation and the school's disciplinary code.
- Taking responsibility for and managing the Library budget, including the preparation of budget bids and estimates.
- Contributing to curriculum and policy development by liaising with all departments through attendance at Head of Department, ICT and whole school meetings, in addition to liaison with individual members of the teaching and learning support staff.
- Selecting, acquiring, organising and promoting Library resources and ICT to support teaching and learning throughout the school.
- Ensuring equality of access for all pupils and staff to high quality learning resources.

- Training, supervising and managing library staff, undertaking staff appraisals and inducting new staff as appropriate.
- Recruiting pupil library assistants, supervising and training them and rewarding their achievements.
- Monitoring and evaluating the effectiveness of the service provided by the Library and its impact on teaching and learning.
- Supervising pupils using the Library for independent study and maintaining a welcoming, supportive atmosphere conducive to positive learning experiences.

Support for Staff and Pupils

- Supporting and advising staff and pupils in the selection and use of information resources to support their curricular and leisure needs.
- Planning and delivering a programme to support the development and teaching of information literacy and learning skills in partnership with teaching staff and reinforcing these skills where appropriate.
- Promoting reading and the enjoyment of reading in all its forms.
- Promoting and publicising the services provided by the Library to the whole school community.
- Exploiting every opportunity for own professional development, sharing INSET opportunities with colleagues and other librarians, as well as maintaining a comprehensive awareness of current developments in



THE ROLE

information and library management, education and children's literature.

- Developing and maintaining links with other libraries and relevant organisations (e.g. education advisers, public library service, universities and colleges and museums).
- Ensuring the direct reports complete mandatory training.

Managing academic resources

- Liaising with heads of departments and the SLT to order sufficient and appropriate academic stationery and resources.
- Ensuring effective distribution of academic stationery and resources.

NB This list is not exhaustive, and you may be required to undertake other duties as required by your line manager. This job description may be amended to meet the needs of the School.



PERSON SPECIFICATION

EXPERIENCE, SKILLS & QUALIFICATIONS

- Good general level of education including literacy/ numeracy skills. GCSE (or equivalent) English and Maths
- Degree and/or Diploma in Librarianship accredited by CILIP (Chartered Institute of Library and Information Professionals) highly desirable
- Experience working in an Academic library preferably in a school environment
- Experience of working in a school environment
- Experience of school library filing systems
- Experience of working with young people.

KNOWLEDGE AND SKILLS

- An ability to build good working relationships with both pupils and staff and maintain personal boundaries with young people
- Confident and accurate use of Microsoft Office
- Proficient use of databases (iSAMS preferred)
- Decision-making skills and the ability to solve problems, prioritise workload and work on own initiative
- Good organisational ability with a systematic and methodical approach
- Excellent communication skills with an ability to communicate with a range of staff, pupils and parents
- High standard of literacy and accuracy
- Confidentiality
- Attention to detail
- Ability to remain calm under pressure
- Skills and confidence to be able to instruct groups of young people.

PERSONAL ATTRIBUTES

- Kind and trustworthy
- Have integrity
- Hard-working
- Be able to be a positive presence in the workplace
- Enjoy working with children and emotional resilience in dealing with challenging behaviours
- Confident
- Excellent timekeeper
- Positive work attitude
- Commitment to the ethos of the School
- Enjoys challenges
- Have creative energy and be open to new ideas
- Flexible approach to work
- Ability to work under pressure
- Smart in appearance
- Sense of humour
- Professional.

CONDITIONS OF SERVICE

Basic salary will be in Band 2 on the Support Staff Pay Scale, according to skills and experience. £33,452 - £38,227 per annum FTE, actual pro rata salary £26,523 - £30,309. There is an annual review on 1 September each year.

Hours of work will be 35 hours per week, 36 weeks per year (term time plus additional days over the school holidays as agreed with the line manager to include inset days). Actual hours of work will be 8.00am to 4.00pm, Monday to Friday (including a one-hour unpaid lunch break).



PERSON SPECIFICATION

The post holder is required to work the hours needed to fulfil the duties which may involve working outside of normal working hours.

The holiday entitlement is the pro-rata equivalent of 6.6 weeks' holiday inclusive of public holidays. For term time only staff, holidays must be taken outside of term time.

There is a probationary period of six months and the appointment is subject to satisfactory references and clearance by the Disclosure and Barring Service.

Staff are permitted to use the facilities on site (such as the swimming pool, gym, tennis courts and Library) at times which do not conflict with the School's requirements and within the School rules. Lunch is provided during term time

Health & Safety at St John's School

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at St John's are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow St John's policies and procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at St John's School

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's

Data Protection Policy and the Staff Privacy Notice which can be found on the website.

Staff Conduct

Colleagues at St John's are expected to uphold the values of the School, including its commitment to kindness, in all areas of professional life.

All staff are also required to adopt high standards of personal conduct in order to maintain the confidence and respect of all those with whom, and for whom, they work and must abide by the Staff Code of Conduct at all times.



THE SELECTION PROCESS

CHILD PROTECTION

St John's School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at St John's. The post holder's responsibility 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 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.

HOW TO APPLY

Please complete an application form and equal opportunities monitoring form (both forms are available to either complete via the online application form or can be downloaded from www.stjohnsleatherhead.co.uk/about-us/careers-at-st-johns/current-vacancies/) and provide a letter supporting your application addressed to: Karen Perkins, Head of HR via email to recruitment@stjohns.surrey.sch.uk or by post to Epsom Road, Leatherhead, Surrey KT22 8SP.

Closing date: **9.00am, Monday 2 June 2025**

Interviews will be held: **to be confirmed**

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. We reserve the right to appoint before the closing date and therefore invite interested candidates to apply as soon as possible.

Please contact the Recruitment Team if you require the application form in an alternative format, please either email us at recruitment@stjohns.surrey.sch.uk or call us on 01372 231545.

FURTHER ENQUIRIES ABOUT THIS POSITION OR APPLICATION PROCESS

HR Department

recruitment@stjohns.surrey.sch.uk

01372 231545