EATON HOUSE THE MANOR

Librarian
(Term-Time Only)

Eaton House Schools
The Eaton House Group of Schools is comprised of five individual schools spread across two different sites.

All the Schools are well known for their academic prowess and outstanding results across the board. Our understanding of all children and their different levels of development are addressed effectively with an emphasis on encouraging and fostering individual areas of talent as well as instilling confidence, self-worth and respect for others.

Eaton House The Manor is situated on Clapham Common and is housed in a beautiful Grade II listed building dating back to 1792. The school is currently building extensive new facilities which should be completed in 2017.

Job Description
We are seeking a dynamic and passionate Librarian to run our new library at the heart of Eaton House The Manor School. They will manage the day-to-day running and upkeep of the library.

Please note that while this role is Term-Time only, it will include some working days during the school holidays. This will be discussed and agreed at interview.

The Librarian will be required to:

- Lead the development of a vibrant and forward-thinking school library that inspires learning and engagement.
- Implement and maintain the library cataloguing system.
- Oversee the general upkeep of the library.
- Be responsible for the issuing and returning of library stock.
- Teach pupils how to use the library system and support pupils in selecting books.

- Ensure teachers have a sufficient supply of books to support the curriculum.
- Create eye-catching displays and posters.
- Maintain a safe and welcoming environment in the library.

Person Specification

Essential

- A strong knowledge of contemporary and classic children's literature, both fiction and non-fiction.
- Experience managing a library in an educational setting.
- Strong organisational skills and attention to detail.
- Excellent communication skills.
- Have the ability to foster a love of reading in the pupils.
- Contribute positively to the ethos of the school and be a role model for the pupils.

Desirable

- Experience contributing to reading events.

Salary

The School has its own competitive salary which is reviewed annually.

Safeguarding and Child Protection

Eaton House Schools is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring check.

Applications

Please upload a completed application form to the TES jobsite along with any administrative enquiries to ctrower@eatonhouseschools.com

Any queries about the specifics of the role should be addressed to the HR Assistant, Miss Cassia Trower, at ctrower@eatonhouseschools.com or on 0207 924 6000.

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 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 child protection officer or to the Headteacher.