



Clitheroe Royal Grammar School

Founded in 1554

LIBRARY ASSISTANT

20 hours per week Monday to Friday – Term Time only

**Salary: Grade 4 Point 4 (£24,404) to Point 6 (£25,183) p.a. pro rata depending on experience
(pay award pending)**

Actual Salary £11,253 to £11,771 p.a.

We are seeking to appoint an enthusiastic and self-motivated Library Assistant to join our dedicated and experienced library team. This position is a valued role within our school and plays a pivotal part in the support function to our teaching staff and students.

The successful candidate will need to be well organised, cheerful, confident and also be approachable and responsive to enquiries from both staff and students. Good communication skills, the ability to use your own initiative and to work well as part of a team are essential. If you have a love of books, literature and learning, this job could be for you!

Clitheroe Royal Grammar School is a mixed selective 11-18 Single Academy Trust. The school is not only a historic school but also one which is forward-thinking, welcoming and responsive. We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with over 667 students on roll. Our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 808 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

The school is a centre of excellence and one of the highest achieving schools in the country, we were judged 'Outstanding' by Ofsted in November 2022. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision.

Please complete the TES online application form which includes a supporting statement where we would like you to outline your particular strengths and how your experience has prepared you for this particular role. For further details please visit our website at www.crqs.org.uk.

The closing date for applications is 12 noon on Monday 30th June 2025, interviews will take place week commencing 7th July 2025.

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.



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June 2025

Dear Applicant

We are really pleased to know you are interested in learning more about working in our school. Clitheroe Royal Grammar School is a historic school but also one which is forward-thinking, welcoming and responsive. Our school has not only grown over time but has also adapted to the challenges of preparing young people for life as a global citizen, requiring a contemporary curriculum and a holistic and supportive education. We are privileged to work with wonderful young people who are keen to learn and eager to achieve.

The role of Library Assistant is a new role to help the Learning Support Resource Centre Manager in the day-to-day running of the library, provide a well-ordered and welcoming space conducive to learning and assist students with any queries. The successful candidate must be friendly and approachable with a passion for books and learning. Our library at Sixth Form is open to both staff and students for independent learning and research where students use the area daily for private study. This role is primarily required at our Sixth Form site, but you may be required to assist at our Main School site

Under the guidance of the Learning Support Resource Centre Manager, the Library Assistant will assist to supervise students whilst maintaining the resources in the library. The successful candidate will also issue books and netbooks, order library stock and subscriptions. Knowledge of the standard system for stock control in libraries is desirable, but not essential as full training will be given.

Clitheroe Royal Grammar School is a very welcoming and close-knit community, and a great place to work. If you feel you would like to be part of this dynamic and successful school and you feel you have the qualities we are looking for I would encourage you to apply. Please complete the TES online application form which includes a supporting statement where we would like you to outline your particular strengths and how your experience has prepared you for this particular role. For further details please visit our website at www.crgs.org.uk.

If, after reading the accompanying background information, you feel that this is the post for you then we would ask you to submit your completed application accessed via our website at www.crgs.org.uk/about-us/vacancies/ accompanied by a supporting letter of no more than 2 sides of A4.

If you have any queries or would like an informal discussion, please do not hesitate to contact me. If you apply and have not heard from us within 4 weeks, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application. We look forward to hearing from you.

Yours sincerely

Lynne Higginbottom
Bursar



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Job Description – Library Assistant

Salary	Grade 4 Point 4 (£24,404) to Point 6 (25,183) p.a pro rata depending on experience (pay award pending) Actual salary £11,253 to £11,771 p.a
Responsible to	Learning Support Resource Centre Manager/Business Manager/Bursar
Location	Sixth Form / Main School
Hours of Work	20 hours per week. Term time only

Core Purpose of the Role:

- To assist in the day to day running of the library, providing a welcome space conducive to learning.

Responsibilities:

- To assist the Library Support Resource Centre Manager to develop and maintain the Sixth Form library so that it functions as a learning resource centre.
- To help students develop independent learning and research skills as well as reading for pleasure
- To be present in the library, issuing and receiving books and generally overseeing the library space
- To help provide a library induction for students
- Edit, update and promote the school library website and catalogue Accessit
- To assist with organising the team of library prefects and the running of clubs, events etc
- To assist with supervising students on private study ensuring that a quiet learning environment is maintained in the library
- Tidy books on shelves, record stocks and their movements as necessary
- Ensure that books, reference materials, computers, equipment and furniture are maintained in good order and used correctly in the library
- Maintain good order and to liaise with the Head of Sixth Form over any behavioural difficulties
- Assist with cataloguing books, materials, etc
- Prepare books and materials for introduction to the libraries, e.g. binding, covering, labelling, etc.
- Provide displays and promotional material to enhance the appearance of the library
- Help with the review and replacement of books and non-book resources, carry out stock taking
- Undertake appropriate in-service training in order to develop the library
- Provide cover and assistance for the Main School library as appropriate

Contribution to Whole School:

- To work within and promote all school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.

- Be aware of the responsibilities relating to the safeguarding and promoting the welfare of children and young people.
- To be aware of the confidential nature of issues arising within a school and maintain strict confidentiality at all times.

Conditions of Service:

- Conditions of service are in accordance with the National Joint Council Conditions of Service relating to Local Government staff
- The post is for 20 hours per week, term time only. Hours for the post will be for the benefit of the school but are expected to be between 9.30am and 1.30pm Monday to Friday. There will be some flexibility between start and finish times which can be discussed at the interview stage.
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either school site

Agreed by: JUDE MELLOR

JUNE 2025

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. Successful applicants will be subject to Disclosure and Barring Service checks. In line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.

We welcome applications regardless of age, gender, ethnicity or religion.

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. Please note that this is for guidance only and is not intended to be prescriptive. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.



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Person Specification - Library Assistant

	Essential	Desirable	Method of Measuring
Qualifications			
5 GCSE Level (A-C) or equivalent to include Maths and English	X		AF, I
A recognised library qualification		X	AF, I
Experience			
Experience of working in a library		X	AF, I
Experience of working in a library in a school, college or university setting		X	AF, I
Experience of working with young people, preferably in a school or college environment		X	AF, I
Knowledge/skills/abilities			
Ability to perform tasks efficiently and accurately using own initiative when appropriate.	X		AF, I
Ability to work calmly under pressure prioritising competing demands effectively and to meet deadlines through excellent organisational skills.	X		AF, I
Effective written and verbal communication skills appropriate to a range of different situations.	X		AF, I
Excellent interpersonal skills and the ability to build relationships with staff and students	X		AF, I
Computer literate with good familiarity with Microsoft 365 applications including the ability to access and retrieve information	X		AF, I
Knowledge and understanding of library and information skills		X	AF, I
High degree of personal motivation, initiative, energy, creativity and drive	X		AF, I
Ability and willingness to support colleagues	X		AF, I
Ability to undertake routine administrative duties as required		X	AF, I
Other			
A commitment to sustain regular attendance at work with a flexible approach to working hours	X		I
A commitment to continuing professional development	X		AF, I
Full clean driving licence		X	AF, I

Note to Applicants:

The Essential Criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job. The Desirable Criteria are used to help decide between candidates who meet ALL the Essential Criteria.

The Evidence column shows how the school will obtain the necessary information about you. The evidence will be the Application form (A), Certificate (C), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria then the desirable criteria will be used.