



WINCHESTER
COLLEGE

HEAD LIBRARIAN

APPLICANT INFORMATION

ABOUT WINCHESTER COLLEGE

Winchester College is a boys' boarding school of 700 pupils. It was founded in 1382 and is one of the world's oldest and most prestigious schools. It is rich in ancient heritage, set beside the River Itchen on the edge of a National Park, within the beautiful and historic city of Winchester.

Winchester is embarking on an exciting new stage in its development and the school has ambitious plans to build on its considerable existing strengths and further develop its position as a world-class learning community.

The school is a large community with more than 500 colleagues teaching and caring for up to 700 pupils - 24 hours a day, seven days a week during term time.

INTRODUCTION FROM THE BURSAR

Winchester College is a large community with more than 600 employees. Approximately one hundred and twenty of our staff are teachers, the rest are support staff reflecting the need to care for up to 700 pupils, 24 hours a day, seven days a week.

Working at Winchester College is an exciting and rewarding opportunity. We place a great deal of importance in employing the right staff and their expertise, enthusiasm and commitment are reflected in our high standards and continued success. We really value the contribution made by all our staff both teaching and support and in turn we offer a generous benefits package and programme of continuous professional development. We may be over 600 years old but we are a dynamic and forward thinking school and we look to employ dynamic and forward thinking staff.

The range of support staff we employ is wide. With no centralised dining room we run eleven kitchens all with a full complement of catering staff, we have a river keeper, librarians, science technicians, a large grounds and gardens department, a works department, a laundry, a variety of administrative staff and many more!

We have staff who have worked for us for many years – last year our Head of College Catering and one of our Joiners, a husband and wife team, retired after recording 98 years of service between them! But we also have many employees who are just starting their careers with us including nearly twenty apprentices. Each member of staff makes his or her own unique contribution to the College and its mission, the education and care of its pupils.

Have a look at our website, I hope it will give you an idea of who we are and what we do and encourage you to join us.

If you would like to visit the school before sending in your application or have any questions at all, please do not hesitate to contact our HR department (01962 621404 or recruitment@wincoll.ac.uk) who will be happy to help.

Mr Steven Little

Bursar



THE ROLE

The Head Librarian will be an enthusiastic champion of the role of the library at the heart of the school. He/she will be responsible for developing strategies that encourage academic departments to ensure that this vibrant, dynamic resource is embedded in teaching and learning, and that it is used as a driver for independent learning, research, wider reading and reading for pleasure.

The Head Librarian is responsible to the Deputy Head (Academic).

THE LIBRARIES

Winchester's libraries, archive and collections preserve the history of the school, and provide a unique learning resource. We have three main libraries for the pupils to use in addition each boarding house has its own small library.

Moberly Library, which has a stock of around 30,000 items, is the main school library and occupies a beautifully beamed 14th century building which formerly housed the school brewery. In addition, the library subscribes to numerous online databases, as well as a generous list of periodicals and their digital archives.

The library is extensively used for reading, teaching and research throughout the day and is currently open to pupils and staff 8.30am – 6.00pm Monday to Friday, 8.30am – 1.00pm on Saturday and 2.00pm – 6.00pm on Sunday.

Moberly Library is supplemented by the separate libraries in the Science and Art departments. The Science Library focuses mainly on Physics, Chemistry, Biology, Medicine and Engineering and is the home of the school's Natural History Society book collection. The Art School Library covers all aspects of fine and decorative art, architecture and also offers a variety of film and photography equipment for the boys to borrow. Whilst these libraries come under the aegis of the Head Librarian, their day-to-day operation is devolved to the Science and Art departments.

Applicants will be interested to note that the school also has a substantial library containing some 10,000 rare books and manuscripts (the Fellows' Library). It was established at the beginning of the 15th century, and is one of a small number of ancient libraries to have survived with part of its medieval collection in situ. The library, managed separately by the Fellows' Librarian, has a particularly strong collection in Biblical scholarship, English literature, cartography, and the history of science. The successful candidate for the post of Head Librarian will often work in collaboration with the Fellows' Librarian: for example there are regular exhibitions of rare books and manuscripts in Moberly Library.

RESPONSIBILITIES

- Review the Library Catalogue (Heritage), compare costs and functionality of the three main school systems available and recommend the way forward
- Maintain and update of the Catalogue system as above
- Manage the Library budget, including the preparation of yearly budget proposals
- Develop the library digital innovations and resources and promote the digital services on offer
- Liaise with the IT department regarding the provision and maintenance of IT in the library

- Promote the library as a recreational resource and ensure the stock is suitable for the various years in content & form; foster pupil involvement
- Purchase new stock, including specific syllabus requirements (liaising with Head of Departments)
- Keep periodicals/journals under review; purchase & advertise subscription databases and other online resources
- Monitor and evaluate the effectiveness of the service provided by the library and its impact on teaching and learning
- Management of library staff including recruitment, training and undertaking staff appraisals
- Develop and deliver an information literacy & reference & citation programme for the sixth form
- Maintain & update records of library operational procedures & the departmental handbook
- Represent the library/report to meetings of Heads of Departments, and actively pursue areas of library/teaching subject overlap
- Attend Rugby Group Librarian meetings and host meetings when required
- Maintain all aspects of Health and Safety standards in the library paying particular attention to manual handling, working at heights, and display screen equipment work.

PERSONAL QUALITIES

The successful candidate will:

- Hold an Honours degree
- Be a qualified professional in Librarianship or Information Studies

In addition he/she will:

- Have at least two years' post-qualification library experience in an academic / legal library or information service
- Ideally have experience of working with academically gifted students
- Be a confident communicator and show evidence of excellent customer service
- Demonstrate a high level of IT literacy and an excellent understanding of how digital technology can be used in a library setting



TERMS OF SERVICE

START DATE

The College is looking to make an appointment to start as soon as possible.

HOURS OF WORK

This is a full time post, 37.5 hours per week, during term time with the addition of 4 weeks during the school holidays to allow for meetings, open days, extra commitments etc.

SALARY

The full time equivalent salary for this role will be circa £45,000 (gross) per annum giving an actual salary of circa £35,000 (gross) per annum.

HOLIDAYS

The College leave year runs from 1 September to 31 August. This position will be entitled to the statutory holiday requirements. These are presently 28 days. Any Public Bank Holiday occurring during term time is deemed to be a normal working day. All holiday must be taken outside of school term times.

PROBATION AND NOTICE PERIODS

The first four working months of employment will be a probationary period. During this period conduct and performance will be reviewed. The College may extend the probationary period if it is deemed to be required. During the probationary period the notice required to terminate employment will be one week (by either the employee or employer). The notice period will increase to one month upon the successful completion of the probationary period.

PENSION AND LIFE COVER

After 3 months' employment, employees will be auto-enrolled into the College's pension scheme according to legislative thresholds. Those who are not eligible for auto-enrolment may still elect to join the College's pension scheme.

Initially, when joining the College's pension scheme, employees will become a member of the College's Group Personal Pension Plan (GPP). For this Plan, known as Tier 1, the employee contributes 5% and the employer 3%.

After 9 month's membership of the Tier 1 plan employees may opt to join Tier 2, which is also a Group Personal Pension Plan and the contributions are 5% from the employee and a 9% contribution from the College.

Employees in Tier 1 automatically qualify for a Life Cover of 2 times salary. On entry to Tier 2 Life Cover changes to 4 times salary.

ENHANCED DISCLOSURE AND BARRING CHECK

Winchester College is committed to safeguarding the welfare of children at the school. Therefore, this appointment will be subject to a successful Enhanced Disclosure Barring check. This will provide details of convictions, reprimands, warnings, cautions and bind overs as per the DBS filtering guidance. A policy on the recruitment of ex-offenders, and information about DBS filtering, is available upon request from the HR Department if required. The college may approach previous employers to seek verification, in addition to obtaining references provided by the candidate.

HOW TO APPLY

If you have any questions about this vacancy or the recruitment process, please email recruitment@wincoll.ac.uk

Closing date for applications: Sunday 22nd September 2019.

[Apply now](#)

OTHER EMPLOYMENT OPPORTUNITIES

To see all our current vacancies please visit winchestercollege.org/employment-opportunities

DATA PROTECTION

Winchester College collects and processes relevant personal data as part of its everyday operations and is obliged to process it in accordance with the Data Protection Act 2018. The school is the Data Controller of this data under the Act and is registered with the Information Commissioner's Office; its registration number is Z5751669.

Any queries about this policy or how personal data is processed by the school should be referred to the Data Protection Liaison Officer.



The map displays the following features:

- Roads:** Major roads include the A30 (Salisbury), A31 (Alton), A34 (Newbury), A33 (Southampton), and A3090 (St. Cross). Local roads like B3040, B3047, and B3420 are also shown.
- Landmarks:** Winchester College is highlighted in the center. St. Cross Winchester and Oliver's Battery are marked near the A3090.
- Surrounding Areas:** The map shows connections to Salisbury (A30), Alton (A31), Winchester (A272), Southampton, and Portsmouth.
- Inset Map:** A small map in the bottom right corner shows the location of Winchester within the South of England, near Southampton and Portsmouth.



Winchester College
College Street
Winchester
SO23 9NA
Tel: 01962 621100
Fax: 01962 621106

email: information@wincoll.ac.uk
web: www.winchestercollege.org

From the south
Leave M3 at Exit 11. Sign reads "Exit 11 Winchester (S & W) and B3335". Straight across the first roundabout (first exit) on A3090. At next roundabout take the third exit (Winchester City Centre B3335). Straight across pedestrian traffic lights. Straight across traffic lights. Turn first right onto Kingsgate Road. Continue onto Kingsgate Street and right into College Street. Please park and contact the Porters' Lodge located towards the end of the street, behind the buttressed arch. **Note:** Kingsgate and College Streets are unsuitable for large vehicles.

Leave M3 at Exit 9. Sign reads "Exit 9 A272 to Winchester". Take the first exit signposted A272. Straight across the next roundabout (second exit). Take the first exit at the next roundabout and continue under the motorway. At the next roundabout go through the traffic lights and take the first exit onto Garnier Road. At T-junction turn right onto Kingsgate Road. Continue onto Kingsgate Street and right into College Street. Please park and contact the Porters' Lodge located towards the end of the street, behind the buttressed arch. **Note:** Kingsgate and College Streets are unsuitable for large vehicles.

There is an excellent main line train service from Waterloo, with fast trains completing the journey in just under an hour. There are two or three trains per hour throughout the day (more at peak times). Taxi journey to the College will take about 5 minutes.

Leave the station on the Down platform. Turn right and walk up a slight hill to Upper High Street. Turn left down the High Street to traffic lights. Turn right at Traffic lights into Southgate Street. Turn left down St Swithun's Street (by the Green Man Public House). Turn right under Kingsgate Arch into College Street. Turn left down College Street and, towards the end of the street, turn right into the buttressed arch in the high flint wall. Contact the Porters' Lodge. The journey takes about 15 minutes.

Southampton International Airport is 20 minutes by car from the College, or by train from Southampton Parkway Station.

Parking
Unfortunately, parking space in the College is in extremely short supply. Individual visitors are advised to confirm their parking arrangements in advance with the sponsor of their visit.

