



Message from Douglas Robb, Headmaster

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ over 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and catering.

We take great pride in our reputation and recognise that this is built on, the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that a lot of time and thought goes into the preparation of an application form and we in turn, will give your application serious consideration, should you decide to apply.

For those of you who may not be familiar with the outstanding beauty of the North Norfolk Coast, I have a link below which I hope you will find useful:

<https://www.visitnorthnorfolk.com/>

With best wishes,

A handwritten signature in black ink, which appears to read 'Douglas Robb'. The signature is fluid and cursive, with a long horizontal line extending from the bottom of the name.



HOW TO APPLY

LIBRARIAN

If you would like to apply for the position of Librarian, you will need to complete an application form. Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

Completing your application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format. Please include a CV if you wish, however this must not be submitted in place of the application form;
- Complete all sections; do not leave any blanks and enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

Guidance for the completion of the section 'Statement of Qualities/Attributes'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experiences meet our requirements. Please provide clear examples when outlining all your experiences, whether relevant or not.

For teaching staff it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

- Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.
- Shortlisted applicants for support posts are advised that references **may be taken up prior to interview**.

Please note, unless you ask us not to we will assume it is acceptable to contact your referees at any time.

Submission of applications: All application forms should be emailed to applications@greshams.com or sent by post to the HR Department:

Gresham's School
Old School House
Church Street
Holt
Norfolk
NR25 6BB

Please submit your application by the closing date of **Monday 19th February 2018**. Interviews will be held on the **Friday 23rd February 2018**. If your application is submitted after this time, we will not be able to accept it.

Start Date: 1st September 2018

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies we provide feedback only to those applicants who are interviewed.

JOB DESCRIPTION AND PERSON SPECIFICATION

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills and will be used in the shortlisting process and to form the basis for questions asked at interview.

Personal Details

Eligibility to work: For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working for us. When you apply for positions it is important that you are aware of your eligibility status as government restrictions apply to the employment of migrant workers. If an applicant selected to be appointed requires permission to work in the UK, Gresham's may issue a conditional offer of employment subject to the School being able to sponsor the applicant.

For more information, visit the Home Office website at <http://www.bia.homeoffice.gov.uk/workingintheuk/>

Equal Opportunities Monitoring Form

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

Retention of Records

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months (Data protection policy available on our website: www.greshams.com).

Disclosure and Barring Service: Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diversity of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Interview Process

If you are invited to attend an interview you will be required to provide evidence of identity, from the following examples:

- **Passport and/or UK driving licence (including a photo-card);**
- **A UK birth certificate;**
- **UK firearms licence;**
- **EU photo identity card;**
- **A utility bill or bank/building society statement showing your name and home address (less than three months old);**
- **Documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);**
- **Original documents confirming any educational and professional qualifications referred to in your application form.**

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration) you will be required to provide documentary evidence of the change.

In advance of your interview you will be asked to complete an application form for an enhanced Disclosure which you should bring with you, along with your identity documents. In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed immediately.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, or a presentation etc.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;
- a satisfactory DBS (Disclosure and Barring Service) disclosure;
- verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- Verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- Completion of Educare Child Protection Training.

Safeguarding

All adults working at Gresham's should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working in the School should be aware of, and when necessary, to follow the School's Child Protection Guidelines, which are in line with the Safeguarding Children's Board (OSCB's) practice and procedures.

Gresham's has a Child Protection Policy, and guidelines to follow in the event of being told of, or becoming aware of child abuse. It is a mandatory requirement that all staff are trained in generalist safeguarding as part of their terms and conditions of employment.

Warning

Where a candidate is found to be on the DBS Children's Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his/her application; or the subject of serious expressions of concerns as to his/her suitability to work with children the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Queries

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email hr@greshams.com.

Job Description: Librarian

Reporting to: Deputy Head Academic

OVERVIEW OF THE LIBRARY AND THE ROLE OF THE LIBRARIAN

The Library of the Senior School is located in a listed building on the opposite side of Cromer Road to the main school site. The Librarian works Monday to Friday and every other Saturday during term time. Whilst the core role is focused on the needs of pupils in the Senior School, the Librarian also maintains an important professional liaison with the Prep School. The role is fully supportive of the overall aims and objectives of Gresham's School.

The activities of the Librarian are an integral part of the academic delivery of Gresham's as well as the conventional duties and activities of librarianship i.e. cataloguing, purchasing and disposal of library materials (books, cds, dvds/videos, journals, magazines etc). You would be required to provide physical management and administration of the library lending facility, respond to user enquiries, research user needs when necessary and operate the library budget.

The Librarian is an important part of the 'total learning' experience, not only inducting users in the best way to access information but also assisting them with their projects and enabling them to 'learn how to learn'. In the context of the Baccalaureate and the development of self-learning skills for post-school application, the Librarian's contribution is vital. The Librarian effectively, supports teaching staff in the delivery of the curriculum and is part of initiatives which involve the 'education' of parents as to their role, in partnership with the school.

Within the library facility, the Librarian is responsible for establishing and maintaining a conducive learning atmosphere and also for ensuring that there is an appropriate balance between traditional and the more 'state of the art' facilities in relation to E-learning and IT based library management systems. The Librarian has contact with academic and support staff and pupils across the spectrum of academic and learning endeavour.

SPECIFIC TASKS AND DUTIES LINKED TO PERFORMANCE OUTCOMES

The following examples indicate the possible range of duties performed and/or managed by the job holder, some aspects of which will rely on work done by others and some on own caseload activity. More often than not, individual outcomes will be achieved, as a result of a mixture of delegated work, teamwork, own work and a seamless process linking all three.

- Liaison with the Accounts Department regarding payments and budget information
- Requests to teachers regarding new library material/resources
- Liaison with the IT Department on library management system
- Liaison with Norfolk Children's Book Service and others regarding supplies/orders
- Reliance on teachers, pupils and others to develop their skills in library use
- Working with IT to evaluate new initiatives
- Attend HOD Meetings when necessary
- Represent the library at staff meetings and on occasions at external meetings
- Individual planning meetings with subject teachers and pupils
- Oversee the work of members of staff who support the library operation
- Administer the library resources day to day (including stock checks), manage the budget, and ensure that the facility is adequately staffed
- Develop and maintain a development plan for the library service and produce an annual report
- Specify, implement and develop automated systems
- Establish networks with staff and library users locally and externally with fellow professionals
- Market the service of the library to pupils
- Induct pupils and staff in the use of the library and establish a continuous user education programme (including 3rd form and new users in September as part of INSET).
- Assist individuals (pupils and staff) with particular projects and, on occasion, undertake research, including internet based.
- Produce bibliographies and user guides.
- Select and disposal of library materials, AV, books, internet – including purchases within budget.
- Develop and maintain library documentation and operating procedures.

- Maintain a duty of care over pupils in the library, including signing in and out and the overseeing of Health & Safety matters within the Library
- Participate in the broader life of Gresham's, as and when required, (eg Field Days, School Trips etc)
- Keep up with IT developments including matters related to the library management system and new applications on the market
- Maintain currency of personal knowledge through relationship with other school librarians, use of the internet, personal reading and attending formal training programmes
- Maintain own knowledge of curriculum and curriculum changes, particularly those affecting the resources required in the library, whether 'hard copy', AV/DVD or internet based
- Maintain awareness of activities in other parts of Gresham's and the local community that may have relevance for the library service and/or provide an opportunity to further raise its profile

Key Requirements

| Qualifications | Essential | Desirable |
|--|-----------|-----------|
| MCILIP (Chartered Institute of Librarians and Information Professionals) or equivalent e.g. Library Association Professional Exams Part I & II | | ✓ |
| Of Graduate or equivalent status | | ✓ |
| IT literacy to at least NVQ Level 3 or equivalent | | ✓ |
| Professional Experience, Personal Competencies and Skills | Essential | Desirable |
| Previous work experience in an educational environment within teaching or learning support | ✓ | |
| Demonstrates a passion for reading and an enthusiasm for books and sourcing information | ✓ | |
| Knowledge of both public and private sector librarianship | | ✓ |
| Knowledge of book and publishing industry | ✓ | |
| Good coaching and facilitation skills | ✓ | |
| Possess an affinity for working with young people | ✓ | |
| Methodical and well organised | ✓ | |
| Strong interpersonal and communication skills | ✓ | |
| Well-developed skimming and scanning skills | ✓ | |
| Personal interest in education and learning | ✓ | |
| Able to think operationally and strategically | ✓ | |
| Committed to continuous personal learning and development | ✓ | |
| Patience with a good sense of humour and a positive can do attitude | ✓ | |

The salary for this position is based on our Support Staff Pay Structure grade JM1 with a full time (40 hours) salary band ranging from £22,311 - £24,847. Days of work are Monday to Friday and alternate Saturday's, during term time. The position is term time plus 6 weeks (39 weeks).

Although the position is advertised as a full time role, part time may be considered.

Other benefits include:

- Free school meals during term-time
- Car parking on site
- School's Contributory Pension Scheme (after completion of 3 months' service)
- Private Medical Insurance Scheme
- 4 weeks holiday pay
- Life Assurance