

December 2023

Dear Applicant,

Thank you for your interest in the post of **Part-Time Library Assistant**

The following documents will assist you in your application:

- College and Department information
- Job Description and Person Specification
- Benefits at Godalming College
- Term dates
- Support Staff pay scale

Godalming College is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore, candidates must complete a full College application form and are required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. If you would like further details the College's Safer Recruitment, Data Protection and Safeguarding and Child Protection policies are all available on our website.

#### **Completing and returning your application**

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths against the criteria in the specification.

Please return your application form by e-mail as an attachment to [hr@godalming.ac.uk](mailto:hr@godalming.ac.uk)

The closing date for receipt of applications is **Monday 8<sup>th</sup> January 2024 at 9am.**

#### **Short-listing and interview arrangements**

Since we may not be able to respond to all applicants, if you have not been contacted by **10<sup>th</sup> January 2024**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact HR if you would like to enquire about the progress of your application. **We plan to hold interviews w/c on Monday 15<sup>th</sup> January 2023 at the College and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and we look forward to receiving your application.

Yours sincerely,



Emma Young  
Principal

## Godalming College

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and the College was rated Outstanding by Ofsted in our inspection in December 2019. It was noted in that inspection that:

*'Leaders support staff very well. They take the well-being and workload of their staff into account when determining new processes and policies. Staff benefit from extensive investment in professional development opportunities, which helps them develop both their subject and classroom skills. Staff are highly positive about working at the College.'*

More recently in our 2022 Staff survey, 96.8% of staff said they were proud to be a member of staff at the College and 96.2% of staff would recommend working at Godalming College. The following quotes are from members of our current team:

*'It is a supportive, positive, happy environment, which is great for both students and staff.'*  
*'As a member of staff I am given autonomy but always know that guidance, direction and support is available'*  
*'Senior Leaders do care and do consider staff welfare more than any other school/college that I have worked at.'*

The College currently employs around 220 teaching and support staff on both a full and part time basis.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. Students enjoy a stimulating, lively and challenging learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff in facilities that have seen major investment over many years.

The campus comprises of nine newer large buildings and our older main building, which was the original grammar school, built in the 1930's. Since the 2000s there has been a phased refurbishment and expansion of the College which included a new English and Modern Foreign Languages block, Media suite, netball and tennis courts and an 11 acre site for Rugby and Football pitches. We would invite you to take the virtual tour on our website to see for yourself the facilities of which we are so proud.

The College is within walking distance of Godalming town centre and the railway station, is easily accessible from the A3 and provides free car parking with EV charging stations for staff.

Full-time Support Staff working hours are 36.42 hours per week excluding a lunch break. Start and finish times will vary depending on the role or department and will be as agreed with your manager on commencement, however the main College hours are 8.45am to 4.15pm.

The College offers a minimum of 22 days holiday entitlement per year for full-time members of staff in addition to the closure period between Christmas and New Year and public/bank holidays. Part-time members of staff are entitled to a proportionate number of days. Those working term time only, 39 weeks of the year, are expected to take leave within the College holiday periods. The term dates are included in the Application pack for reference. Salary calculations are based on a formula which takes holiday entitlement into account.

Support Staff salaries are paid according to the Sixth Form College pay scale for Support Staff. The Academy Trust Board reviews salary scales against any nationally determined pay agreements on an annual basis, the changes being implemented from 1<sup>st</sup> September. Incremental progression is subject to satisfactory performance review. The current pay spine is included in this application pack as is an infographic of the additional benefits we offer.

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical clearance, right to work in the UK and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

## The Independent Learning Centre

The aim of the Independent Learning Centre is to support students with their studies, research and revision. The ILC is open to all students five days a week during termtime and is a very popular place for quiet independent study as well as for small groups of students working together on the first floor of the ILC.

The team currently comprises the ILC Manager, a Silent Study Supervisor and Library Assistants, all of whom work well together sharing the cataloguing, processing and issuing of books via the Heritage Library Management system as well as helping to maintain a welcoming and studious environment for our students.

The Independent Learning Centre is very well resourced with over 26,000 books, which includes a wide range of texts appropriate to the subjects taught, as well as a broad range of reference materials such as journals, DVDs and an extensive online library of e-books and websites.

The first floor has 74 networked computer terminals plus 58 additional workstations, many with sockets for laptops. The supervised Silent Study area on the second floor is for silent study and has 96 networked computers.

## The role of Library Assistant

The College is looking for a new Library Assistant on a part-time basis to join our existing team of experienced Library staff to provide support to our students in the ILC and during study sessions. This is a permanent, term time only role on Monday afternoon 2-5pm, and all day Wednesday and Thursday 8.45am-5pm.

The salary for this role is based on point 20 of the Godalming College Support Staff pay scale which is currently £23,534 per annum inclusive of fringe (September 2023 pay scale). For this role based on the hours, 18.5 hours a week, and weeks, 39 weeks, to be worked the actual salary would be £10,234.94.

This is an exciting opportunity to join a successful team that enjoys helping and supporting all students with a wide range of information requests. You will also have contact with teaching staff and other support staff and will assist them with book queries and ensure they are aware of our many online resources. The following job description will give you more detail on the role, whilst the person specification will indicate the qualifications and experience required for this post.

## JOB DESCRIPTION

**Job Title:** *Library Assistant*

**Line Manager:** **Head of ILC Services (Independent Learning Centre)**

### Summary of Job

To provide Library administrative support service to Godalming College and to maintain that service to a high standard to enable the provision of quality education.

### Responsibilities

The Library Assistant will be responsible to the Head of ILC Services for:

- The input of data into the Heritage Library Management computer system
- Assisting staff and students with routine Library enquiries
- Assisting students with routine software enquiries
- The welcoming of visitors to the Independent Learning Centre (ILC) Library
- Routine administration
- Good order and maintenance of Library stock
- Checking online resources and updating spreadsheet information.
- The operation of reprographic and photocopying equipment
- The answering of enquiries on behalf of the Independent Learning Centre Library Manager and to take messages when the Independent Learning Centre Library Manager is not available
- The answering of telephone enquiries from parents or guardians and any other outside agencies on behalf of the Independent Learning Centre Library Manager
- The maintenance of files and other records in accordance with College policy

*The Library Assistant will undertake other duties as agreed between the post-holder and the Head of ILC Services.*

*This job description may be varied according to the needs of the College from time to time.*

### Person Specification

You will need;

- A good general education
- Good interpersonal skills and the ability to communicate effectively
- Good keyboard and IT skills
- Good administration skills
- A good affinity with young people in the 16-19 age range and an appreciation of the challenges and behaviour that may be associated with them.

## Staff Benefits:

### Health & Wellbeing



#### College Gym

The College has a high specification gym based in our sports centre, staffed by a certified Personal Trainer, which is available for staff use.



#### Free Flu jabs

Staff are invited to have a free yearly flu jab by a visiting Pharmacist organised by our onsite Health and Wellbeing Co-ordinator who is also able to support staff with health and wellbeing advice and support.



#### Employee Assistance Programme

The College provides an Employee Assistance Programme (EAP) to all staff which is available 24 hours a day, 365 days year. This offers in the moment support and counselling for home-life and work related issues as well financial and legal support, specialist information and signposting services.



#### Canteen

The College employs its own team of in house caterers who provide delicious and inexpensive hot and cold food across a number of outlets, including a Starbucks and a Costa with a weekly menu of favourites and staff pre-ordering service available.



#### Training and Development

The College invests heavily in staff training and development and has a designated Staff Development and Wellbeing Lead who supports induction, identifies and addresses staff training needs and is responsible for social activities across the College.

### Financial



#### Pensions

Eligible employees will be automatically enrolled in the Teacher's Pension Scheme (Teachers only) or the Local Government Pension Scheme (Support Staff only) unless they choose to opt out. These are well funded schemes with generous Employer contributions. Full details can be found on the relevant websites.\*



#### Car parking

There is free on site parking for staff.



#### Cycle to Work scheme

The College is partnered with Cyclescheme.co.uk and staff have the opportunity to purchase a tax-free bike including electric bikes with a generous £3,000 upper limit.

\* [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) & [www.lgpsmember.org](http://www.lgpsmember.org)

# Term Dates 2023-24

Autumn Term	2023	Half Term	Bank/Public Holidays
<b>Start Date</b>	Tuesday 29 <sup>th</sup> August	Monday 23 <sup>rd</sup> to Friday 27 <sup>th</sup> October	Monday 28 <sup>th</sup> August
<b>End Date</b>	Friday 15 <sup>th</sup> December		Monday 25 <sup>th</sup> December Tuesday 26 <sup>th</sup> December

Spring Term	2024	Half Term	Bank/Public Holidays
<b>Start Date</b>	Tuesday 2 <sup>nd</sup> January	Monday 12 <sup>th</sup> to Friday 16 <sup>th</sup> February	Monday 1 <sup>st</sup> January
<b>End Date</b>	Thursday 28 <sup>th</sup> March		Friday 29 <sup>th</sup> March Monday 1 <sup>st</sup> April

Summer Term	2024	Half Term	Bank/Public Holidays
<b>Start Date</b>	Monday 15 <sup>th</sup> April	Monday 27 <sup>th</sup> May to Friday 31 <sup>st</sup> May	Monday 6 <sup>th</sup> May
<b>End Date</b>	Thursday 11 <sup>th</sup> July		Monday 27 <sup>th</sup> May

## 2023/24 - Godalming College

<b>Autumn Term</b>	Tuesday 29 <sup>th</sup> August	-	Friday 15 <sup>th</sup> December	74 days
<b>Spring Term</b>	Tuesday 2 <sup>nd</sup> January	-	Thursday 28 <sup>th</sup> March	58 days
<b>Summer Term</b>	Monday 15 <sup>th</sup> April	-	Thursday 11 <sup>th</sup> July	58 days
				<b>190 days</b>

## 2023/24 - Surrey Schools for comparator

<b>Autumn Term</b>	Friday 1 <sup>st</sup> September	-	Friday 15 <sup>th</sup> December	71 days
<b>Spring Term</b>	Tuesday 2 <sup>nd</sup> January	-	Thursday 28 <sup>th</sup> March	58 days
<b>Summer Term</b>	Monday 15 <sup>th</sup> April	-	Tuesday 23 <sup>rd</sup> July	66 days
				<b>195 days</b>

## Godalming College Support Staff Payscale Sept 2023

*Additional Surrey Allowance on all points of £1222 per year*

Scale 1	18	21464
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Scale 2	19	21874
	20	22312

Scale 3	21	22735
	22	23175
	23	23640
	24	24464
	25	25299

Scale 4	25	25299
	26	26123
	27	26950
	28	27774

Scale 5	29	28574
	30	29374
	31	30317
	32	31251

Scale 6	33	32291
	34	33357
	35	34424
	36	35486

Senior Officer	37	36454
	38	37422
	39	38391
	40	39362
	41	40328

Management 1	42	41298
	43	42265
	44	43332
	45	44398
	46	45460

Management 2	47	46525
	48	47691
	49	48755
	50	49913
	51	51077

Management 3	52	52238
	53	53401
	54	54568

Management 4	55	55757
	56	56973
	57	58220
	58	59494
	59	60793
	60	62123

Management 5	61	63481
	62	64868
	63	66286
	64	67735
	65	69217

### Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.

Full time working hours are 36.42 per week.

### To calculate pro-rata payments

Hours x weeks x annual salary divided by 1659

Example: point 20 = £22,312 + £1,222 = £23,534

36.42 hours per week x 39 weeks per year = 1420

1420 x £23,534 divided by 1659 = £20,143.62 pa = £1,678.63 gross per month paid for 12 months

### Hourly rate calculation

Full time annual salary / 365 x 7 /

36.42