



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

Belmont

Librarian Candidate Information Pack



‘Awarded Excellent in Quality of Education in academic achievement and personal development.’

ISI Inspection 2020

INTRODUCTION

We are currently seeking a professionally qualified Librarian.

Closing date: 9.00am on Wednesday 6 October 2021

Interview date: 14 October 2021

Key facts about the role:

Hours

8:15AM-4:15PM

Days

MONDAY TO FRIDAY

Contract Type

TERM TIME PLUS 2 WEEKS

Part of the Mill Hill School Foundation

EDUCATING GIRLS AND
BOYS FROM 3-18

35 acres

OF GROUNDS AND FACILITIES

Salary

COMPETITIVE

THE SCHOOL

Belmont

Belmont is the co-educational preparatory day school to Mill Hill and one of four schools that comprise the Mill Hill School Foundation. The school is set in 30 acres of the Mill Hill conservation area on the edge of the green belt and is oversubscribed. Some 553 pupils are on roll, aged from 7 to 13.

Belmont has an excellent academic reputation and provides a happy and friendly environment in which pupils enjoy learning; the extra-curricular programme is extensive and of high quality. Entry at 7+ is automatic from the pre-prep and selective for external candidates. Entry at 11+ is selective and gives automatic transfer to Mill Hill, the senior school, at 13+. Approximately 90% of pupils transfer; the remaining pupils are successful in gaining entry to other selective independent schools in north London and beyond. The school achieves high academic standards including in entrance exams to senior schools, with a significant number of pupils regularly achieving academic, music, art, design, drama and sports awards. The School has a strong reputation for outstanding pastoral care and the personal development of every child.

The Mill Hill Foundation places the safeguarding of all pupils as a fundamental priority.

Further details about the School can be found on the website at: millhill.org.uk/belmont

The Mill Hill School Foundation Ethos

The Mill Hill School Foundation comprises of five schools; our Pre-Prep, Grimsdell, our Prep, Belmont, our Senior School, Mill Hill School, and The Mount, Mill Hill International, based in Mill Hill, and our most recent addition, Cobham Hall in Kent.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen.

We seek as a Foundation to instil a love for learning which will last a lifetime whilst balancing this with a readiness to embrace change, and therefore equipping our pupils for life, both now and in the future. We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.



JOB DESCRIPTION

Key accountabilities

- > Promote and develop the school library in order to provide an efficient service to pupils and staff.
- > Ensure that the library plays an important part in the academic life of the school and underpins the importance of reading for pleasure.
- > Engage with pupils in a pastoral capacity and to ensure that the library is a warm and welcoming environment for everyone.
- > Develop the Library and to bring ideas and initiatives to the attention of the Headmaster and Head of English.
- > Monitor the spending of the annual budget and purchase appropriate stock, maintaining a diverse collection that reflects the pupil body and offers different perspectives on the world.
- > Manage the issuing and returning of the library's stock.
- > Shelve stock and keep the library in good order.
- > Catalogue new material to the library collection and process new material so that it is ready for shelving.
- > Manage the library management system and support its use by students and staff.
- > Help library users find material to meet their needs.
- > Assist library users to become proficient in using online resources.
- > Encourage pupils and staff in using the library via a range of library-based activities.

- > Support the school vision and current school objectives as outlined in the school development plan.
- > Contribute to the school's programme of extra-curricular activities by running existing Library clubs or offering new alternatives.
- > Oversee pupil library assistants and training them weekly.
- > Engage actively in the performance review process.
- > Work with the Deputy Head (Operations) to order books for Parents' Day.
- > Work with the Head of Lower School to organise the Lower School collection on an annual basis.
- > Meet with the Head of English on a regular basis to discuss Library matters.
- > Organise the annual Book Fair, and other activities, as part of Reading Week.
- > Support induction days for new pupils and represent the Library across Open events.
- > Provide material to the Marketing team to promote and showcase events in the Library.
- > Run the annual Bookbuzz programme for Year 7 pupils.
- > Any other reasonable duties requested by the Headmaster to assist in the smooth operation of the Library and/or the School.



PERSONAL SPECIFICATION

Education:

Essential:

- > A graduate degree.

Desirable:

- > Chartership (MCILIP or equivalent) or library qualification.

Experience:

- > Previous library experience.
- > Previous experience of working in a school or other academic environment.

Skills and Personal Qualities:

- > Have an enthusiasm for and an excellent knowledge of children's literature.
- > Ability to work alone and as part of a team.
- > Ability to communicate well within the school and wider communities.
- > Good level of ICT skills including LMS experience.
- > Good organisational skills.
- > Ability to deal confidently with enquiries from library users.
- > Ability to develop a culture of mutual respect with the pupils.
- > Enjoy working with young people.
- > A commitment to continued professional development.
- > Support and contribute to the school's responsibility for safeguarding students.



HOW TO APPLY

1

If you would like to apply for this role, please download the application form from the **School website**. Our Guidance Notes for Applicants can also be found on the website.

[View Online Page](#)

2

Your application form should be completed in full and returned to **applications@millhill.org.uk** by 9am on **Wednesday 6 October 2021**

Interview date: 14 October 2021

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted and will be required to teach a lesson and provide evidence of their identity at interview.

The Mill Hill School Foundation and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The Mill Hill School Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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