



TEDDINGTON SCHOOL

# Library Coordinator

Application pack



# Welcome to TEDDINGTON SCHOOL

It is a privilege to lead Teddington School—an inclusive and thriving community for students aged 11–18, with an oversubscribed and successful Sixth Form. Located in the heart of Teddington, we are a mixed comprehensive school committed to delivering an excellent education that prepares young people to succeed in a fast-changing world. We believe every student deserves an excellent education—one that combines academic rigour with a broad and enriching curriculum. Our modern, welcoming campus provides the ideal setting for students to grow into confident, compassionate individuals with ambition and purpose.

Our ethos is built on inclusion, where every student feels valued and supported. We provide opportunity through a wide range of curricular and extracurricular experiences, helping students to explore their interests and develop their talents. We strive for excellence in all aspects of school life, ensuring that every student makes strong progress and leaves us as a well-rounded, future-ready global citizen.

Our dedicated staff bring energy, creativity, and a commitment to high standards, creating a respectful and purposeful learning environment where all students can thrive.

As part of Bourne Education Trust (BET), Teddington School benefits from being a member of a successful multi-academy trust. BET's strapline 'Transforming schools... changing lives' reflects our shared commitment that all children, regardless of context or background, deserve a great education. We are passionate about developing sustainable and ethical environments, promoting social justice and maintaining the highest standards in our behaviours and values. Digital education is at the forefront of our joint approach and we are resolute in our belief that digital innovation has the ability to enrich and transform.

For more information on what Teddington School has to offer, please [visit our website](#) or call 020 8943 0033 to arrange a visit.



**Paul Grills**  
**Headteacher**



# Why choose TEDDINGTON SCHOOL and BET?



## ✓ **GENEROUS WORKPLACE PENSION**

Local Government **Pension Scheme** for colleagues



## ✓ **CONDENSED SCHOOL YEAR**

We offer a condensed school year with a **two week half term** in October.



## ✓ **CPD & RECOGNITION POLICIES**

**Defined career pathways**, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies



## ✓ **WORK-LIFE BALANCE**

**Flexible working** where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)



## ✓ **HEALTH AND WELLBEING SUPPORT**

**24/7 online GP**, **EAP**, **free online fitness classes**, **flu vaccinations** and **eye tests**, **cycle to work** scheme & occupational sick pay



## ✓ **STAFF BENEFITS PLATFORM**

Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Staff Shop*



## ✓ **FREE PARKING**

**Free on-site parking** is available at Teddington School





# Job DESCRIPTION

## ROLE INFORMATION

**Job title:** Library Coordinator

**Location:** Teddington, TW11 9PJ

**Contract:** Term time, Permanent

**Start date:** 16<sup>th</sup> March 2026

**Hours:** 8am-2pm (30 minutes lunch break)

**Salary:** Support Staff (Outer - Richmond) NJC 7 Actual Salary is £18,957

**Responsible to:** Assistant Headteacher overseeing literacy and whole school reading

## ROLE PURPOSE

- To manage the library space and its resources.
- To offer level of reprographics support for busy periods.





## MAIN DUTIES AND RESPONSIBILITIES

### Library:

- Promote and maintain a safe, attractive and welcoming library space.
- Manage behaviour, or follow processes where needed, to ensure the library is used appropriately.
- Consider sustainable ways of increasing library usage
- Manage a small library budget to keep up to date, relevant stock.
- Maintain the book catalogue and manage all the resources
- Keep the library up to date and modern to be attractive to all students
- Support curriculum departments by coordinating resources, topic boxes and themes to aid their their requirements
- To utilise a rota of volunteers to support the library
- To support the reading intervention programmes
- To support a culture of reading for pleasure should it be in line with schools initiatives

### Reprographics :

- To provide efficient reprographic support for bulk jobs, in line with procedure provided.
- To troubleshoot and fix minor issues where required, or escalate complex IT issues promptly.
- To manage the reprographics room and keep it tidy and orderly, and have an overview of stock
- To minimise wastage and unnecessary resource usage as much as possible
- To be aware of GDPR principles and apply these rigorously

### General :

- To support the school's administration requirements with any further support as required
- To comply with all the Health and Safety, Safeguarding and GDPR directives
- To support with small 1:1 pastoral interventions





# Person SPECIFICATION

## ESSENTIAL REQUIREMENTS:

- A good standard of education
- Strong literacy skills and a love of reading
- Experience of library processes and systems
- Experience of Microsoft office programmes
- Attention to detail and high professional standards
- Experience of working both independently or in a team
- Aware of the 2018 General Data protection Regulations ( GDPR )
- Able to take a flexible approach to their workload and priorities
- Have a commitment to inclusion and equal opportunities
- Have an entrepreneurial spirit, and has the ability to devise plans to promote the library

## DESIRABLE SKILLS:

- Experience in working in a school environment
- Experience of Reprographic processes or requirements in schools.
- First Aid qualifications
- A recognised library management qualifications

## PERSONAL QUALITIES:

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.



# Your APPLICATION

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **28<sup>th</sup> February 2026** however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

## **SAFEGUARDING**

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

## **EQUAL OPPORTUNITIES**

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

## **HEALTH AND SAFETY STATEMENT**

The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.



# Application PROCESS



## APPLICATION

To apply for this position, you must complete a Bourne Education Trust application form (CVs without a fully completed application form will not be considered).



## SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.



## INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.



## JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.

All candidates who are disabled, as defined by the Equality Act 2010 and who meet the minimum essential requirements will be offered an interview. Should you wish to speak with a member of the team about your application, please contact [careers@bourne.education](mailto:careers@bourne.education)



# 'Inclusion, Opportunity, Excellence'



"I have benefitted from a range of opportunities throughout my career. In my current role I want to ensure all Sixth Form students are future ready."

**Miss Pleavin**  
Head of Sixth Form





[Click to visit our website for more information](#)



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Bourne Education Trust

