



# The Abbey

The independent school for girls aged 3-18.

## SENIOR SCHOOL LIBRARIAN

The Senior School Librarian will be an enthusiastic champion of the role of the Library at the heart of the Senior School. He/she will be responsible for developing the Library as a vibrant dynamic resource and encouraging academic departments to ensure that it is embedded in teaching and learning, and used as a driver for independent learning, wider reading and reading for pleasure.

### Accountability

- The Head has overall responsibility for all employees of The Abbey School and this is delegated to Heads of Department.
- The post is located within the Taylor Library and the post-holder is line managed by the Deputy Head Academic
- The post-holder is responsible for two part time Assistant Librarians

### Key responsibilities:

- Overall management of the Senior School Library
- Generation and implementation of forward-thinking Library development plans
- Develop digital innovations and promote the digital services on offer
- Management of the Library environment as a welcoming, intellectually inviting and aspirational space open to the School community
- Selection, acquisition, organisation, promotion and maintenance of library resources, including cataloguing and classification of resources for all library departments
- Keep periodicals/journals under review; purchase and advertise subscription databases and other online resources
- Development of the Library's contribution to literacy programmes and inspiration and enthusing of pupils (and the School community) to read widely
- Liaison with Heads of Subject Departments on resources for the specific needs for that subject
- Assisting teaching colleagues in the planning and delivery of research lessons / projects / coursework
- Gathering information from departments to monitor and evaluate the effectiveness of the service provided by the Library
- Guidance and assistance to pupils and staff in finding specific resources and information
- Supervision and support of pupils using the Library
- Selection and distribution of curriculum related press-cuttings as requested by teaching staff
- Preparation and control of the Library budget
- Management of the computerised library management system
- Management of health and safety in the Library environment
- Liaise with TST regarding the provision and maintenance of IT in the Library



17 Kendrick Road, Reading, Berkshire RG1 5DZ  
Tel: 0118 987 2256 Email: [schooloffice@theabbey.co.uk](mailto:schooloffice@theabbey.co.uk)  
[www.theabbey.co.uk](http://www.theabbey.co.uk)

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Registered Charity No 309115. The Abbey School exists to educate academically able girls.





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- Attendance at Staff meetings and School Open Events etc as appropriate
- Attendance at external meetings as appropriate

## Hours of Work

- Monday – Friday 8.00am – 4:30pm term time + INSET days with 1 half hour lunch break. It may be necessary to work up to three additional weeks during school holidays by prior agreement with the line manager and for which time sheets are required.
- There will be a probationary period of six months, during which one week's notice is required from either party. Thereafter the notice period will be one month. The position will be reviewed after 1, 4 and 6 months

## Salary and Benefits

- Salary is from £25,000-£30,000 (full time equivalent) dependent on skills and experience. Staff are paid monthly and in arrears.
- The School offers a non-contributory pension scheme worth 8.35% of salary, which all non-teaching staff are automatically enrolled following 3 months of employment.
- Lunch is provided.
- Staff fee concession is available to employees' daughters who satisfy the entrance requirements and for whom there is a place available.
- Parking is normally available, but not guaranteed.

## Health and Safety

It is a duty of employees:

- To be familiar with, and conform to, the School's Health and Safety Policy and procedures
- To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work
- To co-operate with employers in order to ensure that employers' duties can be performed and complied with
- To report all accidents and damage immediately
- To report all observed hazards or dangerous occurrences immediately
- Neither intentionally nor recklessly to interfere with any equipment provided



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## Child Protection

- The Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- This post may involve unsupervised contact with children and young people. The School therefore expects from the successful candidate the level and degree of adult leadership of children and young people expected in a School environment
- The successful candidate should expect to undertake the Disclosure and Barring Service (DBS) clearance process

## Equal Opportunities

- The Abbey School aims to promote equality of opportunity for all with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. The Abbey School welcomes applications from candidates of diverse backgrounds and personal circumstances. A detailed Equal Opportunities policy is available on request

## Terms of Employment

- Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Disclosure and Barring Service enhanced disclosure. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at this School. For further information, contact the Disclosure and Barring Service on 0870 9090 811 or visit the Disclosure website at [www.disclosuresdb.co.uk](http://www.disclosuresdb.co.uk)

For more information on our lively and well-resourced school and for an application form, please visit the Vacancies Page on our website [www.theabbey.co.uk](http://www.theabbey.co.uk).

To apply for this position, please complete an application form in full, including details of suitable referees as instructed, then send this with your full CV and covering letter by email to [recruitment@theabbey.co.uk](mailto:recruitment@theabbey.co.uk)

Interviews will only be arranged following our receipt of a completed application form. Early applications are encouraged as we will interview suitable applicants as and when we receive a completed application form.

**If your skills and experience are suitable for the role we will be in touch shortly. If you have not heard from us by in the next 5 weeks, please consider your application unsuccessful.**



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