



JOB DESCRIPTION

Job Title:	Assistant Librarian (Development Role)	Department:	Library
Reports To:	Head Librarian	Date:	May 2026

Purpose of the Position:

The Assistant Librarian supports the Head Librarian in delivering a high-quality library service that enriches academic learning, promotes independent study and fosters a love of reading. The role contributes to the development of pupils' research and information literacy skills and helps maintain a welcoming, inclusive and intellectually stimulating environment at the heart of Wellington College.

This post is designed as a supported development opportunity for an aspiring School Librarian. The College is keen to appoint either a newly qualified librarian or a graduate actively working towards professional qualification who is seeking structured mentoring, training and practical experience within a school library environment.

Departmental Information

The Mallinson Library plays a central role in the academic life of Wellington College. The Library team works collaboratively to support teaching and learning, develop information literacy skills and promote engagement with both print and digital resources. The team also supports pupils' independent learning, reading for pleasure, and wider intellectual curiosity.

Main Tasks and Responsibilities:

- Support pupils and staff in the effective use of print and digital library resources.
- Assist with and, over time, contribute to the delivery of research and information-literacy sessions, including for Year 9, A Level and IB students.
- Contribute to staff and pupil induction sessions.
- Use the Library Management System (Accessit) to catalogue and manage resources, support circulation and enquiries, and assist students and staff in accessing library materials efficiently.
- Undertake day-to-day administrative tasks within the Library.
- Assist with displays, promotions, author visits and literary events.
- Supervise pupils in the Library and support the development of independent learning skills.
- Support stock selection and the management of House libraries.
- Provide assistance with library technology, including computers, printers and photocopiers.
- Supervise the Library in the absence of the Head Librarian, as confidence and experience develop.
- Support and help run Book Clubs, including those within tutor groups.
- Manage newspapers and periodicals, including subscriptions and liaison with suppliers.
- Liaise with academic departments regarding book lists, subject-specific resources and stock recommendations.
- Provide tours and information for visitors and parents, including during Visitors' Days.
- Support Library Assistants, including contributing to training as required.
- Participate actively in professional development and relevant professional networks.
- Attend mandatory training, including Health & Safety, Safeguarding and relevant school policies.

Person Specification – Knowledge and Experience

Essential

- A degree (or expected degree completion by start date).
- A clear and demonstrable interest in pursuing a career in librarianship, information management or education.
- Evidence of strong written and verbal communication skills (e.g. through academic work, presentations, employment or voluntary activity).
- Evidence of organisational skills and attention to detail (e.g. managing coursework, projects, part-time work or volunteering).
- Confidence using IT systems and digital platforms, with the ability to learn new systems quickly.
- An understanding of professional standards and appropriate behaviour in a setting where safeguarding responsibilities apply.

- Willingness and commitment to undertake ongoing professional development and work towards a recognised librarianship qualification if not already qualified.

Desirable

- Newly qualified librarian status or current enrolment on, or intention to enrol on, a postgraduate qualification in Library and Information Studies.
- Experience (paid or voluntary) in a library, archive, information service or learning support environment.
- Experience working with children or young people in an educational, pastoral or supervised setting.
- Experience using a Library Management System or similar information-management software.
- Experience supporting research, study skills or independent learning activities.
- Familiarity with e-books, digital research resources or online databases.
- Awareness of systems commonly used in schools (e.g. iSAMS), or similar administrative systems.

Skills and Personal Qualities

- Strong communication skills, with the ability to engage positively and professionally with pupils, colleagues, teaching staff and visitors.
- Well organised and self-motivated, with evidence of managing competing priorities through study, employment or other commitments.
- Professional, patient and courteous, with the ability to remain calm and supportive when working in a pupil-facing environment.
- A collaborative and positive team member, willing to learn from others and contribute to a high-quality library service.
- Tactful, discreet and mindful of safeguarding responsibilities and professional standards.
- An analytical and problem-solving approach, with the ability to ask questions, seek guidance and apply learning in practice.
- High levels of accuracy and attention to detail, demonstrated through academic work, administrative tasks or employment.
- Good IT skills, including confidence using Microsoft Word, Excel and Outlook, and willingness to learn library-specific systems.
- Growing confidence in supporting pupils' learning and research, with openness to developing skills in information literacy and study support over time.
- An inclusive and supportive approach to working with pupils of differing abilities and confidence levels, including those with additional needs.
- Enthusiasm for reading, learning and professional development, with a clear motivation to develop into a future School Librarian.

This role may be appointed as a development position. Where the successful candidate is not yet professionally qualified, they will be expected to achieve an appropriate librarianship qualification within three years of appointment. The College is committed to supporting this through mentoring, access to relevant training and, where appropriate, flexible or part-time working arrangements.

The College reserves the right to amend the duties and responsibilities of this role to meet operational requirements. In exceptional circumstances, the post holder may be asked to undertake other duties of a similar nature to support workload peaks or staff shortages, with consideration given to their skills and capacity. Any changes will be communicated clearly and implemented fairly.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, an enhanced DBS check, and compliance with the College's Safeguarding and Child Protection Policy.

Employees must follow the College's Health and Safety Policy, taking reasonable care for their own safety and that of others. Staff are required to use equipment and personal protective items correctly, in line with training and instructions, and to comply with all relevant risk assessments. Any hazards or concerns should be reported promptly.