



ALLEYN'S

Appointment of
Library Assistant

Full time, Term time only
As soon as possible

Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in becoming Library Assistant here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? I started as Head here in January 2021, so I feel in a good position to help you answer that question, having asked it myself a few short years ago! You'll know, from our website, most of the key facts. We are an academic, co-educational through-school; our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18. We are situated in an inspiring leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players, and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially "12 poor scholars". It is rather wonderful that the original 12 has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. I can't pretend that we are not proud of our pupils' results; we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better. We're not the only people who think this; we loved Tatler's take on it in their Schools Guide this September: "If you're looking for the epicentre of forward-thinking education, here it is" they said, quoting a recent visitor to the school, 'the school is "dynamic, diverse and thinking in the future tense."

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (you can see lots of evidence of all of this in our latest ISI report - do have a look at the highlights online).

Pretty much all of our pupils are involved in the co-curricular life of the school and in our partnership and outreach programmes. This matters to us and we do ask all our teaching staff to play an active part in the co-curricular and enrichment programmes partly because so much of the fun and friendship here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I also very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we really hope that you will enjoy getting to know us a little bit.

May I wish you the very best of luck.

Yours faithfully



Mrs Jane Lunnon
The Head



About The Role

The Alleyn's Senior School Library is a vibrant, well-used and well-loved library that is the hub of reading for pleasure, academic exploration, and research learning schoolwide. Housed within one of our oldest buildings, the Library combines a rich sense of heritage with modern resources and facilities, offering pupils a space to explore ideas, develop knowledge and cultivate a lifelong love of learning.

The Library Assistant plays an important role in the day-to-day running of this vibrant learning space. Working closely with the Head of Library and Research Learning, the postholder will help ensure that the Library remains an organised, engaging and accessible resource for pupils and staff. From supporting pupils in their use of the Library and promoting reading initiatives, to assisting with events, displays and digital resources, the Library Assistant will contribute to creating a positive and inclusive environment that encourages curiosity, creativity and academic success across the School community.

Responsibilities of the Role:

- Work alongside the Head of Library and Research Learning to consider how to develop the Library.
- Undertake issue/renewal/return of items.
- Managing reservations.
- Produce overdue notices and operate the overdue process.
- Manage and organise stock, including processing new resources, shelving and filing new and returned resources, repairing resources, and weeding resources.
- Help in ensuring the Library maintains a professional and welcoming appearance, including updating displays and notice boards and tidying shelves.
- Assist pupils and colleagues to use the Library and locate resources, including recommending appropriate titles.
- Supervise correct use of the Library, both jointly and independently, including supervising large numbers of pupils and ensuring private study periods are used appropriately. This includes managing discipline.
- Maintain the Library's digital presence on the Hub and investigate new ways to make use of the School's IT resources.
- Assist in the design and delivery of the library induction to pupils in Year 7 and Year 12.
- Assist with Library related activities and events, including World Book Day, author visits and quizzes.
- Assist in the running of book clubs to encourage reading and the use of the library services.
- Be aware of the School's Health & Safety Policy.
- In conjunction with all staff of the School, support, promote and act within the School's policies and practices about Data Protection.
- Promote the School's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy.
- Any additional duties, as directed by the Head of Library and Research Learning which are within the reasonable capability and responsibility of the Library Assistant.

Line Management:

The Library Assistant is managed on a day-to-day basis by the Head of Library and Research Learning and is ultimately responsible to the Chief Operating Officer, who holds ultimate responsibility for operational staff.

Our Values (the Alleyn's ROCCK!)

Respect
Opportunity
Curiosity
Courage
Kindness

Person Specification

Qualifications & Experience:

- Educated to degree level (or equivalent qualification).
- Knowledge of and passion for middle grade and young adult literature.
- Experience of working within a school library or similar environment is desirable, but recent graduates are also strongly encouraged to apply.
- Experience using Microsoft Office applications, including Word, Excel and PowerPoint, and other general IT systems.
- Experience of working with children and young people.
- Experience of supporting events, clubs, activities or projects.
- Familiarity with library management systems and digital learning platforms.

Skills & Abilities:

- Strong communication skills, with the ability to engage effectively with pupils, colleagues, parents and visitors.
- Ability to provide excellent customer service, build positive relationships and support library users.
- Strong organisational and administrative skills, with the ability to prioritise work and maintain accurate records.
- Competent in using Microsoft Office and online systems, with the ability to learn new technologies and support the Library's digital resources and online presence.
- Ability to work independently, use sound judgement to resolve issues, and escalate matters appropriately when required.
- Ability to supervise and support pupils, promote positive behaviour, and uphold safeguarding responsibilities to ensure a safe and supportive environment.
- Ability to assist in planning and delivering library events, reading initiatives, book clubs and promotional activities.

Personal Attributes:

- Enthusiastic, proactive and self-motivated with a genuine interest in promoting reading and learning.
- Professional, approachable and confident when dealing with pupils, staff and visitors.
- Reliable, punctual and flexible in response to the needs of the School.
- Strong attention to detail and commitment to maintaining high standards.
- Willingness to learn new skills and undertake continuing professional development.
- Ability to work effectively as part of a team and contribute positively to the wider School community.
- Awareness of the importance of confidentiality, data protection and professional discretion.
- Commitment to supporting the School's values, policies and objectives, including safeguarding, equality, health and safety, and environmental sustainability.
- Sufficient physical fitness to move freely around the Library and School site and undertake routine library duties such as shelving, stock movement and display work.



Working at Alleyn's

Terms and Conditions

This role is based on site at Alleyn's School in Dulwich, South London, and is a full time, term time only position. The postholder will work 37.5 hours per week excluding a 30 minute unpaid lunch break, usually between 8.00am to 5.30pm, Monday to Thursday, and 8.00am to 5.00pm on Friday. The successful candidate will also be required to work a full day on Founder's Day, one Saturday per year in late June or early July.

The salary is £21,451.31 paid in twelve equal monthly instalments. This is based on a full-time equivalent (FTE) salary of £28,939.37 per annum. The role is subject to a six-month probation period.

The school provides additional benefits to its staff, including income protection insurance, an employee assistance programme, enhanced family leave pay, lunches and other refreshments, the use of school facilities including the swimming pool and gym, a cycle-to-work scheme, a tech scheme, and a holiday purchase scheme, access to the library, free tickets to school performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from 25% fee remission, which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different, and it is a taxable benefit.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan, currently provided by Legal & General. This plan may involve contributions being made via salary sacrifice based on 8% employer contributions.

The post will be available to the successful candidate upon completion of the required recruitment checks.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors.

We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development.

In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

Further information about how to apply can be found on our website, www.alleyns.org.uk/jobs.

The deadline for applications is midnight on Sunday 23 August 2026.

If you have any questions, you are very welcome to contact the HR Department, by email at Jobs@alleyns.org.uk or by phone on 020 8299 8055.

Interviews and Appointment

Interviews will likely be conducted at the school in early September. This will consist of interviews with relevant colleagues including the Deputy Head Academic and the Head of Library and Research Learning. There will also be an opportunity to meet with other relevant staff.

Safeguarding Checks

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However, we are especially keen to receive applications from those in minority groups for which the school is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.

