



Job Description

Job Title:	Librarian
Date:	September 2024
Department:	Library
Reports To:	Deputy Head, Academic

Purpose of the Position:

To orchestrate and run the day-to-day operations of the library and administering, promoting and maintaining a stimulating and welcoming environment in the school library. To contribute to the provision of a high standard of service to meet the needs of pupils and staff and the whole school community. As Eagle House emphasises the importance of developing the independent learning skills of our pupils the librarian's role is increasingly one of imparting information literacy and research skills alongside the day-to-day running of the library.

About the School

Eagle House is one of the oldest preparatory schools in the country having been founded in 1820. At that time the school was sited in Hammersmith, from there moving in 1860 to Wimbledon, and finally to its present location in Sandhurst in 1886.

In 1993 the Pre-Prep was opened for boys aged from 4 to 7, and two years later the first girls were welcomed. The following year, 1996, the school became fully co-educational. The final change of significance was the opening in 1997 of the Nursery for children aged 3 years.

In total the school employs about 60 people on the teaching staff. In addition, there are many visiting music teachers and visiting coaches. The school has an excellent all-round reputation and each year many Year 8 pupils are awarded scholarships by the senior schools of their choice, the majority moving onto Wellington College. The aim of the school is to provide all pupils with a broad based, all-round education.

The school is located in some 30 acres of its own land, which are adjacent to the 400+ acres owned by Wellington College. The main building houses the Pre-Prep, dining, administration and boarding. There is a purpose-built classroom block housing 14 classrooms (each with a separate office) and another building housing three wonderful science labs and two prep rooms, an art room, food tech room and a library. The school has an all-weather pitch, covered swimming pool, outdoor learning zone and an amazing new Sports Hall and Performing Arts Centre. The grounds consist of 3 playing fields, 1 large enough for a full-size 400 metre athletics track. The school also has access to the sporting and academic facilities at Wellington College and some lovely woodland.

Main Tasks and Responsibilities:

- To support staff and pupils in the use of the library resources.
- To lead on the teaching of research skills in conjunction with teaching staff. To lead project-based work in the library for all ages of pupils culminating in a full reinvigoration of the Edleston project for Years 5 to 8.
- To assist with staff and pupil induction sessions.
- To help process and organise materials for loan (cataloguing)
- Day to day administration of the library
- To assist with displays, promotional events, author visits and competitions.
- To assist with the planning and orchestration of the Literature Festival (every 2 years).

- To supervise and assist pupils using the library and in developing independent research skills.
- Managing with stock selection.
- Providing assistance with computers, printers, photocopying.
- Assist with running Book Club
- To liaise with academic departments over subject specific book stock, book lists and recommendations.
- Manage the Junior School Library and support staff in the Junior School with literary initiatives.
- Help to maintain an appropriate working environment in the Library
- To progress and develop in the role through participation in any training, coaching and support offered in conjunction with the role.
- To attend training sessions as and when required to ensure compliance with Health and Safety, Child Protection, School Policies and procedures or other training programmes as directed.
- To attend INSET and other CPD as required.

Person Specification:	
Education Attainment	
<ul style="list-style-type: none"> • Good standard of Secondary Education to GCSE level • A Levels - Desirable • Degree in Library/Information Studies or equivalent 	
Essential Experience	Desirable Experience
<ul style="list-style-type: none"> • Experience of working in a library preferably a school library • Experience of working with children • Knowledge of and enthusiasm for children's and young people's literature and digital information resources • Understanding of the needs of pupils and staff in a school setting for research support and reading for enjoyment. • Experience in use of e-books 	<ul style="list-style-type: none"> • Experience of running research/information literacy sessions for school pupils • ISAMS (Management Information System)
Skills and Personal Qualities	
<ul style="list-style-type: none"> • Excellent ICT skills essential, particularly MS Office in particular Excel • Excellent communicator, able to communicate at all levels • Literate and numerate • Organised and able to prioritise workload • Able to work to deadlines and calm under pressure • Proactive, well organised, confident, self-motivated and reliable • Excellent customer service skills and an ability to work sympathetically with all library users • Confidence in working with pupils aged 7-13 years and ability to deliver information literacy and research skills sessions to them. • Enthusiasm for learning new skills • Patience • Impartiality of judgement • Self-reliance and self-motivation • Be adaptable and flexible with working patterns when required • Discreet and able to maintain confidentiality • Friendly and approachable 	

Full involvement in the life of this busy and high achieving day/boarding school is expected of all staff. The salary will be commensurate with the experience of the candidate and according to the Eagle House Scale.

The School reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the School.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

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.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the School Health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the School, including personal protective equipment in accordance with training and instruction.