

## The Opportunity

We are looking to appoint an efficient and well organised Assistant Librarian. The successful applicant should have strong administrative and IT skills and excellent interpersonal qualities.

In November 2021 we opened the Woodward Building, with a state-of-the-art Learning Resource Centre at its heart. The Learning Resource Centre is home to our Library facility as well as independent study zones, spaces for collaborative projects and our Learning Support department. There is a comprehensive collection of printed resources alongside space to enjoy our growing provision of digital resources. We are pleased to offer students a dedicated area to enjoy reading for pleasure and have invested in the highly acclaimed Accelerated Reader Scheme for our younger students.

The Assistant Librarian role is from 12:00pm – 5.30pm term-time only. The successful candidate will work alongside our full-time Librarian during afternoon sessions and be responsible for oversight of the Learning Resource Centre during the after-school session (4.00pm – 5.30pm). The Library is open from 8am – 5.30pm.

Teachers are able to book the space for use with classes and lower school English classes have a dedicated library time in the reading area. Our Sixth Form also use this facility for independent quiet study. At break and lunchtimes the space becomes a haven for those seeking an area to work on their learning and complete independent projects or simply to enjoy a good book.

The Library operates the Accessit management system. Full training on this system will be available if required for the successful candidate.

## Salary

The post holder will be paid on the appropriate point of the Halliford School Pay Scale. We have our own highly competitive pay scale, which is significantly above the maintained sector. You will also receive an array of staff benefits including a generous 16% non-contributory pension scheme, a health cash plan, freshly prepared school lunches and access to the school facilities.

## Lines of Responsibility

The Assistant Librarian is directly responsible to the Librarian for the day-to-day running of the Learning Resource Centre and overseen by a member of the Senior Management Team.

## About the Role

The role assists the Librarian with the effective day-to-day running of the Learning Resource Centre. Together the Librarians are responsible for overseeing the use of the Learning Resource Centre, including managing the budget, day-to-day administration and supervision of students. They work alongside the students and staff to enable them to get the very best from this facility.

## Main Responsibilities

The successful candidate will be keen to see the Learning Resource Centre used to its full potential and enjoy regular contact with students and staff in helping them to make the most of the facilities on offer. Computer skills are essential and knowledge of working within a library facility would be incredibly helpful.

## Operational

- Support staff and students in the use of the library resources, in particular explaining the use of the e-library resources including Wheelers e-Books and Jstor and running sessions on these for all students.
- Assist all students with research skills and project-based work and liaise with teaching staff to develop this (including leading research skills sessions).
- Assist with staff and student induction sessions.
- Help process and organise materials for loan (cataloguing).
- Day to day administration, ensuring that Accessit is up to date with borrower information, managing overdue and reserved titles and setting up automated correspondence as required.
- Overseeing the issue of department textbooks and supporting their return.
- Assist with displays, promotional events, author visits and competitions.
- Assist with stock selection for the main library stock and liaison with academic departments over subject specific book stock, book lists and recommendations.
- Supervise the Learning Resource Centre in liaison with the Librarian including Lower Sixth study periods and lunchtimes, helping to maintain an appropriate working environment.
- Supervise after school Prep (study time for students).
- Assist with the Accelerated Reader Scheme.
- Oversee and support the Student Library Ambassadors
- Assist with printing and photocopying.
- Promote reading for pleasure through book displays, assemblies, book events and author visits, including activities for events such as National Poetry Day and World Book Day.
- Provide tours and information about the Learning Resource Centre to visitors and parents and on Marketing Days.
- Progress and develop in the role through participation in any training, coaching and support offered.
- To attend training sessions as and when required, ensuring compliance with Health and Safety, Safeguarding and Child Protection, School Policies and Procedures or other training programmes as directed.
- To participate in the School Open Days and Entrance Examination Day.





Person Specification:	Essential	Desirable	Primary means of assessment
Educated to A Level Standard	✓		Application Form
Educated to Degree Level		✓	Application Form
Librarian Qualification		✓	
Experience of working with and supporting young people	✓		Supporting Letter / Application Form
Experience of working in a Library or similar facility	✓		Supporting Letter / Application Form
Excellent IT skills	✓		Application Form
Experience using Microsoft 365	✓		Interview
Be able to communicate effectively with students and staff	✓		Interview
Work well as part of a small and dedicated team	✓		Interview
Act upon and listen to advice from colleagues	✓		Interview
Excellent customer service skills	✓		Interview
Ability to work to deadlines and calm under pressure	✓		Interview
Ability to prioritise effectively	✓		Interview
A professional approach, which inspires confidence in students and parents.	✓		Interview
Have a sound understanding of Safeguarding within the school environment	✓		Interview
The ability to be discrete and able to maintain appropriate levels of confidentiality	✓		Interview
Understand the needs of SEND, PHA and EAL students		✓	Supporting Letter
Excellent written and ICT skills (Microsoft Office)	✓		Interview
Be willing to participate in the wider co-curricular life of the School		✓	Interview
A good sense of humour	✓		Interview

## Additional Information

### Non-contractual benefits to Staff Pension

Membership of the Support Staff 16% non-contributory pension upon completion of a successful probationary period.

### School Fee Reduction

Children of staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.

### Meals and Refreshments

All staff are entitled to eat free of charge each day during term time where delicious home cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room with cakes on special occasions. Speciality tea and coffee are also available daily from the Sixth Form Café.

### Sports Facilities

Members of staff are permitted to use the School gym and fitness facilities subject to approval from the Director of Sport.

### Travel and Visits

Those staff wishing to organise suitable trips and visits for our students are strongly encouraged and supported to do so. These can provide invaluable opportunities for staff as well as students including the opportunity to travel and visit new countries.

### Private Vehicles

Free on-site parking is available to all staff, subject to availability. In addition, subject to approval, staff can use their private vehicles for school journeys during working hours. The insurance will be under the school's insurance scheme and staff may claim suitable mileage.

### Professional Development and Postgraduate Study

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

### Other Benefits including

- Ability to register with [cyclescheme.co.uk](http://cyclescheme.co.uk).
- Personal accident insurance through the school insurers.
- 24 hour counselling helpline service.
- Enhanced sickness.
- Staff socials.
- Opportunities to join worldwide educational trips.
- Occupational Health Service.

## Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

## Process of Application:

Along with this pack you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Zoe Fazackerley, who will be delighted to assist you.

Telephone: 01932 234920

E-mail: [zoe.fazackerley@hallifordschool.co.uk](mailto:zoe.fazackerley@hallifordschool.co.uk)

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the HR and Recruitment Officer to arrive no later than **12 noon, Friday 4<sup>th</sup> July 2025**. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

On the day of interviews, all applicants will be asked to provide proof of identity and address along with any original certificates pertaining to their qualifications. Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.