



EPSOM

COLLEGE

Librarian **Job Description** **Term Time only plus 3 weeks in the school holidays**

Epsom College is a co-educational day and boarding school with approximately 1156 pupils aged 11 - 18. The College is located approximately one mile from Epsom town, below the Epsom Downs, in fine buildings set in a beautiful tree filled estate of some 85 acres. Originally founded by The Royal Medical Benevolent Foundation, today the College strives to develop the individual talents of every girl and boy. Pupils are prepared for life beyond the College with an assured set of values and with the belief that they can make a difference in society. Highest standards of excellence in academic work and Co-Curricular activities are expected; however, equally valued is the development of the pupils into independent responsible adults who leave the College with the confidence and desire to contribute positively to society.

This is an exciting time to be joining the College. We continue to be highly successful with growing pupil numbers and staffing. We are well resourced with excellent working conditions and offer opportunities for career progression along with numerous employee benefits.

The College Library is located in the academic heart of the school. It has over 26,000 items both in traditional and electronic format, covering fiction and non-fiction. As well as offering extensive academic resources and research support, the library staff encourage pupils to develop a love of reading as well as facilitating effective personal study.

The Post

This post carries the overall responsibility for the management of the library, its resources and staffing.

Main Duties

- To manage the staffing and resources in the Library;
- To maintain the effective running of the Library area in accordance with the College's expectations, namely:
 - to promote literacy and a love of reading;
 - to promote an interest in information and encourage skills in finding and using it effectively and responsibly;
 - to provide a research and study facility for students and staff;
 - to support the curriculum through provision of up-to-date resources.
- To raise the profile of the Library and enthuse pupils to take advantage all it has to offer;
- To liaise with relevant staff, including the Head of English and other heads of department, heads of year, and senior leaders to help develop a strong culture of literacy, reading, and inquiry;
- To assist pupils and staff with research, particularly the extended project qualification;
- To be responsible for the induction to the Library of new staff and pupils;
- To be familiar with all elements of the digital management systems used in the Library;
- To have an in-depth knowledge of all resources available to Library users and give appropriate guidance;
- To facilitate and support information retrieval skills of pupils and staff within the school environment or online learning resources;

- To engage with relevant school social media platforms in promoting the library to pupils, parents and staff;
- To produce an annual Library Report for the Deputy Head: Academic;
- To be responsible for the preparation of budgets and invoice approval;
- To be responsible for the selection and deselection of stock;
- To have overall responsibility for the opening and shutting down procedures for the Library;
- To oversee overdue procedures;
- Have a commitment and understanding of safeguarding protocols within school setting.

Other Duties

- To oversee and appraise the work of the Library Assistants, identifying training needs and giving training where appropriate;
- To oversee content of Library publications in hard copy and online;
- To take responsibility for the upkeep and security of the Library area;
- To oversee maintenance checks and maintain Risk Assessment documentation;
- To support academic initiatives in the College, attending committees and working parties where appropriate;
- Any other reasonable tasks as requested by the Deputy Head: Academic, COO or other senior member of staff.

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment including regular training attendance.

Skills, Experience and Qualifications:

Essential Qualification, Experience and Skills Requirements

- Educated to degree level, and with a library qualification;
- Demonstrate a passion for reading and an enthusiasm for books and sourcing information;
- Evidence of experience of leading and managing a team of staff;
- Evidence of strong organisational skills and the ability to work independently as well as in a team, with a highly proactive, flexible and positive approach to all duties and responsibilities;
- Demonstrable ability to build a rapport with colleagues at all levels, as well as with parents and Pupils;
- Display energy, commitment and enthusiasm necessary for the smooth running of the College's Library;
- Show a strong knowledge of digital learning and resources, and up to date knowledge of trending relevant library articles through social media platforms;
- Highly organised with the ability to keep stock neat, orderly, accessible and in good condition;
- Show excellent ICT skills (including the ability to use a range of relevant software packages such as Word, Excel, Power Point and Outlook) as well as strong database and cataloguing skills.

Desirable Qualification, Experience and Skills Requirements

- Chartership qualification/accreditation;
- Experience of working within an academic/school library environment.

The selection panel reserves the right to enhance any or all of the desirable criteria to attain a manageable field

Terms and Conditions

Salary: Total annualised salary £28,024 per annum. Salary is reviewable annually
Payment is monthly in arrears and made directly to an employee's Bank or Building Society account.

Hours: Monday to Friday, 8:15 am to 2:15 pm, working during the College's published term time (34 weeks per year) plus INSET days. Additionally, you will work one Saturday in every four, from 9:00 am to 12:30 pm. In addition, you will be required to work for three weeks during the school holiday period.

Holidays: Statutory holiday entitlement to be taken during College's holiday published dates.
The above salary includes an allowance for holiday.

Pension: The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. Eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of Basic Salary and the College will contribute 4% in compliance with current legislation.

Employee Benefits include:

Life Assurance: Members who are automatically enrolled or who choose to opt into the College Pension Scheme will be provided with life assurance cover at two x contractual annual basic salary at no cost to them.

Health Care Plan: Private Health Care is offered subject to qualifying conditions.

Employee assistance programme: this including free counselling service to employees and close family.

School Fee Discount: Subject to qualifying conditions generous school fee discount offered.

Dining Facilities and Refreshments : Whilst at work a free meal and refreshments are available when the dining room is open.

Health Fitness and Wellbeing: Free use of Fitness suite and swimming pool are available to staff at certain times.

Cycle to Work: Subject to qualifying conditions, the College offers a cycle to work loan scheme.

Computer Loan: Subject to qualifying conditions, the College offers a computer loan scheme.

Free parking on site.

Offer In compliance with statutory safeguarding regulations, the post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, a check of online search engines and websites of publicly available information that does not identify the candidate as potentially unsuitable to work within a school setting, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK. Prior to interview, an online search of internet search engines, websites and other publicly available and accessible platforms to ascertain applicant's suitability to work within a school environment will be undertaken on candidates that have been shortlisted. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant.

Application

Applicants are required to complete the Application for Employment Form available from our website www.epsomcollege.org.uk. To comply with safeguarding statutory procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure and the safeguarding policies on the College website.

Applications will be assessed in order of receipt and interviews, and subsequent appointment may occur at any stage after applications are received. Please apply as soon as possible.

Closing date for receipt of applications: **7th November 2025**

This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process an enhanced check by the Disclosure and Barring Service will be required. Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.