



KING'S COLLEGE SCHOOL
WIMBLEDON



ASSISTANT LIBRARIAN



WELCOME TO KING'S COLLEGE SCHOOL

Thank you for your interest in joining our school community.

As you learn more about us, I hope you will discover that King's is a truly wonderful environment in which to teach, work and learn, with pupils who are inquisitive, creative and eager to learn, on a campus which is well-resourced and recently renewed, and alongside other dedicated staff whose expertise, care and commitment lie at the foundation of everything we do.

King's is one of the most successful schools in the world, and our vibrant and caring community is a special place to learn and grow for boys aged 7-18 and girls aged 16-18. With over 1,500 pupils and 400 staff, we are located in one of the most attractive and peaceful parts of London, opposite 1,140 acres of countryside of Wimbledon and Putney Commons and just a short walk from the picturesque Wimbledon Village.

Our school was founded in 1829 by Royal Charter as the junior department of the university, King's College London, and as such, intellectual aspiration and a progressive spirit are our heritage. Today, we offer an education of the whole person, in Mind, Spirit and Heart, the enduring ethos of our foundation. Our guiding mission is to look outwards, to the world beyond school, and to life at 25: we look to the lives we are preparing our young people to lead, so that when the time comes, they are ready to forge the pathway they choose, and to make a purposeful impact.

We aim for each of our pupils to enjoy an exhilarating adventure of learning and to pursue academic excellence

within a fun, caring, welcoming environment. Academic outcomes at A level, IB and GCSE consistently place King's amongst the very top schools nationally and globally, with over half of A level and IB grades at A* or equivalent last summer.

Supporting our pupils to grow strong in spirit, in the shared values and qualities of character that will ground them, is equally important at King's. Kindness, respect and support for one another, a broad-minded outlook and a commitment to inclusivity, are central to our community, as is the co-curriculum, which enables pupils to develop broad skills and resilience as well as to discover lifelong passions through clubs and societies, CCF, Duke of Edinburgh, sport, the arts, and community partnerships.

The next few years will be a very exciting time for us as we enter the next chapter of the school's strategic development, and as we seek to strengthen our community in preparation for our 200th anniversary in 2029. We hope you consider joining us for this adventure.



Dr Anne Cotton
Head



WORKING AT KING'S

Our staff community is welcoming, energetic and vibrant. Within a well-established atmosphere of kindness, cooperation and trust, there is a “can-do” attitude, coupled with high levels of emotional intelligence, good humour and mutual support. The school's reputation for academic excellence and strong pastoral care is built on the dedication and skills of every member of staff.

Support staff at King's maintain high professional standards. They work within clearly structured departments but also collaboratively with other departments and with teaching staff. There are termly meetings for the whole support staff, which are complemented by bespoke training sessions. Individual staff members who wish to enhance their professional development are supported.

Whilst there are high expectations of support staff, they receive rewards for their efforts:

- Competitive salaries well above London and national averages
- 25 days' holiday per annum plus English statutory public holidays – 33 days in total (pro rata, where relevant)
- Contributory support staff pension scheme – employees are eligible to join after 3 months' service with a 10% employer contribution / 5%

employee contribution

- Access to BUPA and Aviva employee assistance programmes, and the BUPA healthcare cash plan
- Free use of the King's Club, including access to the swimming pool, gym, tennis/squash courts and group exercise classes
- Free lunch, tea, coffee and other refreshments during term time
- Shuttle buses from Wimbledon station
- Cycle to work scheme
- Fee remission for children of staff (subject to the usual entry requirements and space being available)
- Invitations to school productions, concerts and events during the year

WORKING AT KING'S - STAFF PROFILES



"Since joining King's in 2019, I can say that this is a fantastic school that supports staff, as well as students to their highest standard. There have been many opportunities for me to grow within the IT department. Everyone I have come across at King's has been extremely helpful and welcoming. I feel honoured to work here."

- Mr Dixon
IT Helpdesk Manager



"I joined the HR department here at King's in 2008 and I can't imagine working anywhere else. My role is varied and I really enjoy that no two days are the same. I feel very privileged to work with so many amazing people in such a beautiful school. Everyone wants King's to succeed and I am often amazed at the camaraderie that everyone shows on a regular basis."

- Mrs Pearson
HR and Training Officer



"Joining King's in 2006, my role as team leader, Science Department, is to oversee the operational functioning of the laboratories. As a team of six technicians our primary remit is to deliver a range of practicals to support teaching excellence across all science disciplines. My career at King's has been rewarding in so many ways but a particular highlight has been the re-design of a modern, multi-functional central prep room - this has transformed the way the team communicate, share our varied skills and manage a busy workload."

- Mrs Danckwerts
Team Leader - Science Technicians



"I've been working at King's College School since 2016. It is an outstanding school that offers our students so many opportunities. Working at King's College School is a great opportunity to gain experience, meet wonderful people and expand your horizons to the world."

**- Mr Laska
Porter**



THE DEPARTMENT

Providing a quiet yet stimulating place to study, read and reflect, the Memorial Library is at the heart of the school. Pupils and staff can be found enjoying this beautiful facility throughout the school day and our aim is to meet the unique needs of all members of the King's community. From fostering an enquiring and creative mind, to nurturing an ethos based on wellbeing, equality and inclusion, we provide space, resources and a professional service which is responsive and dynamic. Whether our pupils are searching for knowledge, quiet reflection, reading for pleasure, or to exercise their imagination, the Memorial Library will answer their needs.

The Memorial Library is staffed by a team of two qualified librarians and a part-time library assistant, who manage the collection, supervise students, teach information skills and run events and activities to encourage reading for pleasure and for wellbeing.

The library is located on the second floor of Q Block and the Cavan Taylor wing and is open between 8 am and 5.30 pm during term-time.

More than 4,000 people use our facilities and services weekly, and lending figures are high. We run five book clubs, works in close collaboration with all departments in the school and are committed to increasing all our pupils' creativity and employability via a very successful

pupil library work experience programme.

The library contains:

- 22,000 books and an ebook database
- Four daily newspapers and forty journals
- Wi-Fi availability providing access to the school intranet, internet and many online resources including JSTOR, Massolit, EBSCO, ODNB
- Subject and genre reading lists with printouts of resources currently in stock
- Several areas where small groups can work together
- A silent area for pupils to study
- Three comfortable reading areas and a sensory room for pupils to relax and read for pleasure
- Facilities to host events such as poetry competitions, World Book Day, Rossetti Society talks
- An attractive and dynamic display and archive which relates to pupils' learning and wider events
- 8 computers

Our customer-focused commitment has been the drive behind recent and considerable plans for refurbishment in order to create facilities that fully meet the needs of 21st-century teaching and learning.



THE ROLE

The Assistant Librarian is responsible for assisting with managing the library and other academic information resources within the school.

The Assistant Librarian is expected to work with staff and pupils to determine information requirements and they are also responsible for assisting in the promotion of reading and research skills throughout the school (both for information and pleasure), ensuring that the library is welcoming to all pupils and provides an area that is conducive to wellbeing and study.

Key Function

To assist in the management and day-to-day operation of the Memorial Library. To assist with the development and promotion of the library within the school to ensure that an effective resource and information service is provided to all pupils and staff.

Main duties and responsibilities

- To aid the Head Librarian in all aspects of the day to day running of the Library services
- To ensure that information resources, including the library catalogue, are correctly classified and catalogued
- To assist in the selection, ordering, processing and organisation of resources
- To promote resources and reader development through displays and events (e.g. author talks) and the production of reading recommendation services
- To assist in the provision of resources and support to teaching staff, including planning and implementing library-based lessons and supporting their professional reading
- To assist in the design and implementation of library induction courses and in the teaching of information skills as part of a formal programme throughout the school
- To assist in the development and implementation of library policies
- To deputise for the Head Librarian in their absence
- To assist in the management and overall presentation of the library premises
- To ensure that pupils maintain an acceptable standard of behaviour in the Libraries
- To assist in the monitoring and evaluation of library services
- To assist in regular stock checks
- To assist in the training and supervision of the library work experience programme
- To assist in the Library's co-curricular provision, such as running book groups
- To maintain a high level of current awareness regarding children's literature and developments in education and librarianship



THE ROLE (continued)

- To assist the Head Librarian in developing and maintaining the Library service's online presence

Additional duties

- To attend relevant school meetings and meetings of professional groups outside school
- To attend relevant training courses to ensure continuing professional development

PLEASE NOTE:

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role. The post holder should expect to learn new skills and adapt to new structures as required to meet the changing needs of the school.

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.



THE PERSON

The successful candidate will possess a Knowledge and Information Management (KIM) qualification i.e. First Degree or Postgraduate Qualification in a KIM related discipline such as Library and Information Studies, Information Science or Information Management, or be chartered member of the chartered institute of library and information professionals (CILIP), and/or possess relevant library work experience.

In addition, we are seeking applicants that meet the following criteria:

Essential:

- Enjoyment of reading, with a strong knowledge of literature for children and young people, and an ability to communicate that knowledge and enjoyment to pupils
- Confidence in working with a diverse range of pupils aged from 11 to 18
- A Knowledge and Information Management (KIM) qualification i.e. First Degree or Postgraduate Qualification in a KIM related discipline such as Library and Information Studies, Information Science or Information Management; or be chartered member of the chartered institute of library and information professionals (CILIP); or, you must possess relevant library experience
- Excellent digital ICT skills, including experience with MS Office applications – Excel, PowerPoint, Word – and library management packages
- A strong commitment to continuous professional development

- Energy, enthusiasm and a commitment to the key role of libraries in the learning process
- Experience of communicating effectively, both verbally and in writing, with a variety of stakeholders
- A willingness to work flexibly as required, such as attendance at occasional open evening events agreed in advance with Head Librarian
- Good interpersonal, organisation and research skills, with a willingness to support pupils in their research
- An awareness of and commitment to diversity and inclusion and to safeguarding in education

Desirable:

- Experience of working in a school library

Terms and conditions

- Start date: as soon as possible
- Salary: circa £29k - £34k per annum (FTE circa £37k - £44k per annum)
- This is a predominantly term time post, with the requirement to work an additional four weeks during the school holidays
- Working hours are 37.5 hours per week, 9.30am to 5.30pm (Monday to Thursday) and 8.00am to 4.00pm (Friday), with a 30 minute lunch break - but there is some flexibility which can be discussed at interview
- This role requires one Saturday morning work during the school Open Morning in September
- 25 days holiday per annum (pro-rata). Personal holiday to be taken out of school term time.



HOW TO APPLY

To apply for this role, please register your details online via our website www.kcs.org.uk (under useful information / career opportunities). Once you have registered your details with us, you can apply for vacancies by logging into the candidate area using your email address and chosen password. You will be asked to fill an online application form, upload a CV and provide a cover letter. If you experience any technical or accessibility problems with the online recruitment platform, please contact the HR department, tel. 020 8255 5308.

Please include a covering letter with your application addressed to Dr Anne Cotton, Head.

CV: Please use the CV to highlight your skills, knowledge and expertise that match the role details, main duties and responsibilities. Your CV should ideally be a single-sided A4 sheet.

Cover letter: Please use the cover letter to explain how your own skills and experiences match the person specification for this role. The cover letter is an opportunity for you to share with us how you are suited to this role, how your skills are transferable to the key requirements, and your relevant life experiences or interests. Your cover letter should ideally not exceed two sides of A4.

Closing date: Monday 30th September 2024 at 9am

Interviews will take place during week beginning 7th October 2024

Information about the structure and format of the interview procedure will be provided to shortlisted candidates ahead of the interview day to allow time for preparation.

We would welcome enquiries or questions regarding this position, including about adjustments to be made during the recruitment process: please contact recruitment@kcs.org.uk telephone the HR department, tel. 020 8255 5308 to find out more about the interview process.

We are happy to reimburse reasonable travel expenses.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



INCLUSION AT KING'S

King's aims to be a diverse and equitable environment where all staff and pupils feel they belong. The community aims to foster an ethos of social awareness and respect for difference, creating a welcoming and inclusive culture where every member of our community is valued and respected as their authentic self, regardless of difference. Establishing this sense of belonging and community is central to the ethos of King's and is outlined in the 'Inclusivity at King's' statement.

The school has developed a comprehensive equality, diversity and inclusion (EDI) programme that spans all areas of school life, including our wider school community. Our director of EDI oversees our work in this crucial area, working closely with our EDI mentors who support pupils around issues including sexuality, gender and race.

There are a wide range of thriving pupil advocacy and discussion groups who meet regularly, including our African Caribbean society, our East and South-East Asian society, our Pride group, our neurodiversity society, our interfaith discussion group and Her'd, our group for girls. Alongside this, the school holds regular talks and workshops on EDI topics to ensure that inclusivity remains a central part of the daily life at school and is at the heart of all that we do.

Further information about equality, diversity and inclusivity at King's is available on our website at <https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings>

King's College School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.

If you have any support requirements that require adjustments to be made during the recruitment process, please let us know in advance so that any support, aids or adaptations can be put in place to assist you. Examples can include, but are not limited to, a request for extra time, a wheelchair assessable interview room or alternative format of assessment papers such as audible, Braille or large print versions.



LIVING AND WORKING IN WIMBLEDON

Wimbledon is famous for its annual Grand Slam tennis tournament, but that is not the only thing that makes living and working in Wimbledon an attractive proposition.

The area is one of the safest parts of London and provides a wonderful mix of town and Village life. The streets are bustling and lined with bars, restaurants and shops and the charming children's Polka Theatre is situated in the centre of Wimbledon. King's is located on the edge of Wimbledon Common, at the beginning of one of the largest areas of green, recreational space in the whole of London. The Common, which extends to Richmond Park, is home to a 19th century windmill and an Iron Age fort.


One of the best things about working in Wimbledon is its connectivity. Wimbledon station is located in zone 3, approximately 10 minutes from Clapham Junction and 20 minutes from London Waterloo. There are regular trains to numerous destinations, including King's, Epsom and Richmond. Wimbledon can also be reached by tube, via the District line, and by tram, which connects to places such as Croydon and Beckenham. King's is also in a convenient location for road users, with its proximity to the A3 providing an excellent link to the M25.

Although property prices are high in and around

Wimbledon Village, there are affordable options a little further away. Many staff choose to live in Central and South Wimbledon or Raynes Park, which is a 15 minute walk from King's. Other nearby options include Motspur Park, Worcester Park, Clapham, Tooting and Earlsfield but plenty of colleagues prefer to commute from Surrey, where Esher, Epsom and Ashstead are popular choices.



KING'S COLLEGE SCHOOL WIMBLEDON

-  **Defibrillator Locations**
- Sports Hall Reception
- Squash Courts
- Q Block Quad
- Porters' Lodge
- Cricket Pavilion

Published by Location Maps Ltd. Tel: 0800 731 4084 www.locationmaps.com

