

POST TITLE

Library Assistant

RESPONSIBLE TO

Head of Library Services

MAIN PURPOSE OF JOB

The library assistant will support with the School Librarian to provide a high-quality service to our staff and students.

SAFEGUARDING STATEMENT

All staff working in the School will have some contact with children and will therefore be in regulated activity. Staff with teaching duties will be responsible for the pupils that they teach and may also have additional specific pastoral or other responsibilities for other pupils they do not teach. In addition, all staff will regularly interact with pupils who may seek assistance or otherwise interact with them whilst moving around the School. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with the School's safeguarding policies and procedures at all times.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Lady Eleanor Holles is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

LEH

LADY ELEANOR HOLLES





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Lady Eleanor Holles was founded in 1710, originally situated in Cripplegate. Now located in Hampton, the current premises were purpose built in the mid-1930s, set in 24 acres of grounds. LEH is one of the oldest and most distinguished girls' schools in the UK. It offers bright girls aged 7 to 18 a well-rounded and challenging education in a happy, purposeful environment, preparing them well for higher education and their future lives.



MAIN DUTIES AND RESPONSIBILITIES:

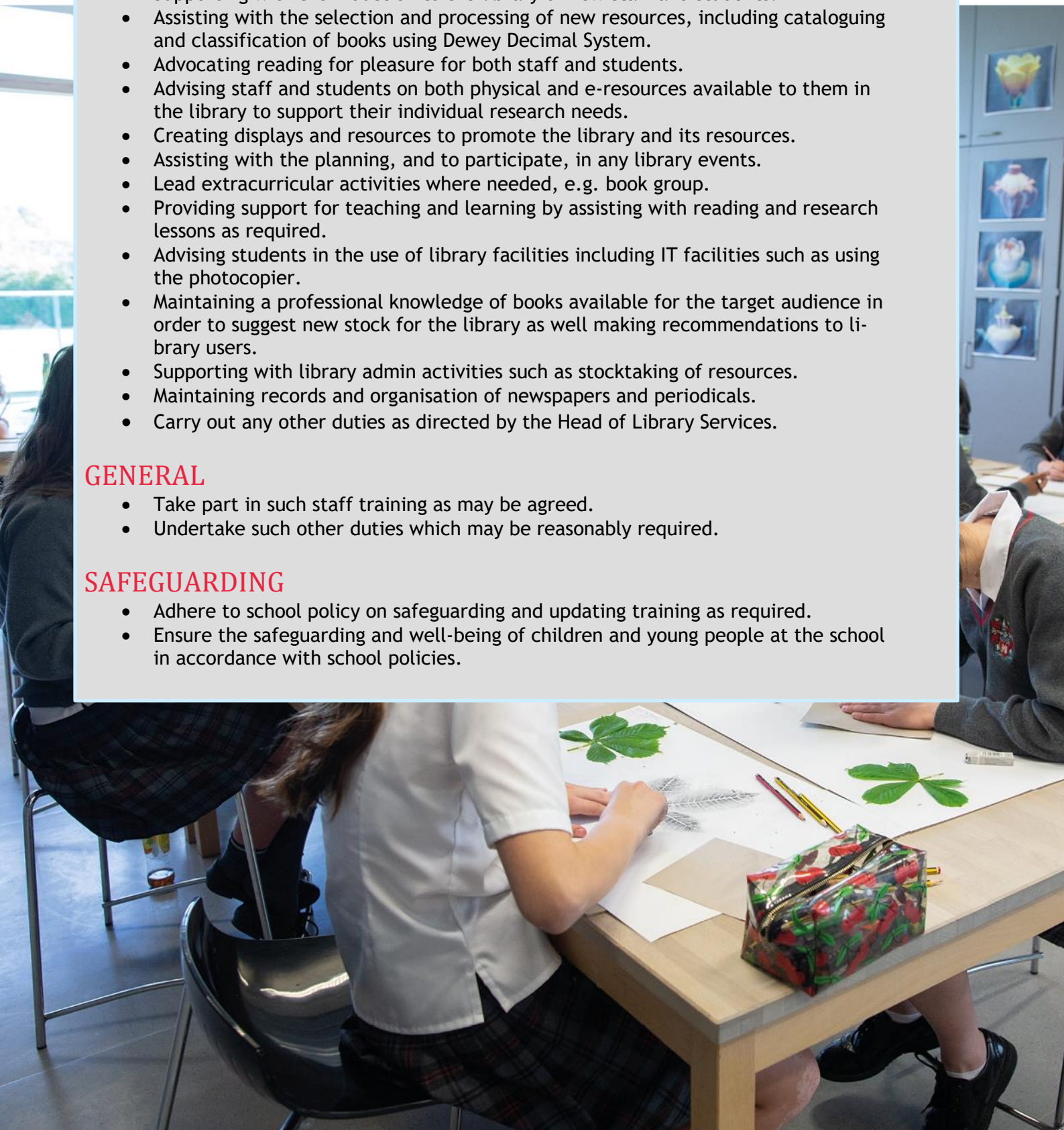
- Assisting staff and students with searches for material.
- Supervising students during recesses and private study as required, including after school.
- Assisting with general library duties: shelving, book circulation, reservations etc.
- Maintaining a tidy environment, ensuring books are kept in classification order.
- Supporting with the induction to the library of new staff and students.
- Assisting with the selection and processing of new resources, including cataloguing and classification of books using Dewey Decimal System.
- Advocating reading for pleasure for both staff and students.
- Advising staff and students on both physical and e-resources available to them in the library to support their individual research needs.
- Creating displays and resources to promote the library and its resources.
- Assisting with the planning, and to participate, in any library events.
- Lead extracurricular activities where needed, e.g. book group.
- Providing support for teaching and learning by assisting with reading and research lessons as required.
- Advising students in the use of library facilities including IT facilities such as using the photocopier.
- Maintaining a professional knowledge of books available for the target audience in order to suggest new stock for the library as well making recommendations to library users.
- Supporting with library admin activities such as stocktaking of resources.
- Maintaining records and organisation of newspapers and periodicals.
- Carry out any other duties as directed by the Head of Library Services.

GENERAL

- Take part in such staff training as may be agreed.
- Undertake such other duties which may be reasonably required.

SAFEGUARDING

- Adhere to school policy on safeguarding and updating training as required.
- Ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.





Person Specification

Qualifications, Experience, Knowledge and Skills	Essential	Desirable	Assessment Method Application Form/ Interview/ Reference
Previous relevant professional experience	✓		AF / I / R
Previous experience of working in a school setting		✓	AF / I
Ability to work on your own initiative and be organised, and methodical	✓		AF / I / R
Team player, able to work co-operatively with staff and students and be prepared to assist with appropriate tasks as directed	✓		AF / I / R
To be very organised and calm under pressure	✓		AF / I / R
Good IT skills, including use of library management systems	✓		AF / I / R
Knowledge of literature - especially for teenagers and young adults	✓		AF / I





MAIN TERMS OF APPOINTMENT

Hours of Appointment

This is a permanent, part-time post, term-time only (34 weeks a year, inclusive of INSET days). The working hours are 35 hours per week, from 8.30 am - 4.00 pm, Monday to Friday. This does not include a 30-minute lunch break, which is unpaid. Full time hours (37.5 per week) can be considered.

Notice Period

During the 6-month probationary period, the period of notice will be two weeks on either party. After a successful completion of the probationary period, the notice will be 2 months or the statutory minimum, whichever is greater.

Salary

The salary for this role will be £19,586 pro-rata (0.68 FTE), based on a full-time equivalent salary of £28,803 per annum.

Holiday Entitlement

You will be entitled to 28 days paid holiday (20 days leave, plus the 8 days' bank/public holidays per annum). Your salary is calculated to cover your weeks of work and your holiday entitlement. As this is a term-time only post, you are not entitled to take any annual leave during term time.

Pension

Non-teaching staff may join The Lady Eleanor Holles School's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.



An application pack is available from the School's website by [clicking here](#). Applications must be made on the School's own form and should be sent to personnel@lehs.org.uk

CVs will not be considered and should not be submitted.

The Lady Eleanor Holles School
Hanworth Road, Hampton, TW12 3HF
Tel: 020 8979 1601 personnel@lehs.org.uk
Registered charity no. 1130254

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