



# CANDIDATE BRIEF

LEARNING RESOURCES ASSISTANT



St John's School  
LEATHERHEAD



# ABOUT ST JOHN'S

Thank you for your interest in St John's. We are proud of the outstanding work that our teaching and support staff do to create the vibrant, inclusive community which characterises our school. Working with us offers an opportunity to teach, grow, contribute and become part of a forward-thinking team. We look forward to welcoming an exceptional candidate to join us. **Rebecca Evans, Acting Head**



St John's is a co-educational independent school for over 800 boys and girls aged 11 to 18 and predominantly a day school (75% day, 25% boarding) with an innovative boarding offering which includes weekly, flexi or ad hoc options to create the best possible balance between home and school life for busy families.

As soon as you walk through the door into St John's, you sense the warmth and feeling of community that pervades our school. From the historic architecture to the infectious enthusiasm of staff and pupils, this is a welcoming and exciting place in which to belong.

Founded in 1851 to provide education for the sons of the poor clergy, St John's has always been progressive and has developed significantly over time to meet the changing needs of the pupils we educate. Although we have changed with the times, our core values of courtesy, kindness, respect and tolerance hold true and remain integral to what it means to be part of St John's.

The School has a reputation for innovation, academic excellence, strong pastoral care and a first class all-round education for every pupil. Interest from prospective families is strong and growing, meaning that we are over-subscribed with five candidates for every Year 7 (11+ Lower Third) place and every Year 9 (13+ Fourth Form) place. Although there are currently over 800 pupils enrolled, our strong staff team enables us to keep class sizes small.

In the first two years of St John's, Years 7 and 8 (Lower and Upper Third), pupils belong to the Lower School. From Year 9 (Fourth Form) upwards, each pupil joins either a boarding or day house where they are cared for by a team of tutors and domestic staff who are overseen by a Housemaster or Housemistress. The strong pastoral ethos provides a supportive and nurturing environment that centres upon the development of the individual child. Delivering a truly rounded education, with rich co-curricular opportunities and experiences, is at the heart of school life and all pupils participate in the varied array of activities on offer from sport, music and drama to serving the community. The School has a Christian foundation and all pupils attend Chapel once a week.

Set in the beautiful Surrey countryside, the School's 50-acre campus is a short stroll into Leatherhead town centre and just 45 minutes by train to the cultural attractions of nearby London. It has excellent transport links by road, rail and nearby airports Heathrow and Gatwick. We are fortunate to have an impressive campus with a stunning mix of mid Victorian architecture and purpose-built contemporary additions. Our facilities are excellent and, from the state-of-the-art Sports Centre opened in 2019 to the high quality IT infrastructure which enables our Bring Your Own Device (BYOD) policy, we ensure that we create the best possible environment in which to learn and work.



# WORKING AT ST JOHN'S

We believe there is no limit to our pupils' potential and, in this vibrant learning community, we encourage our pupils to work hard, aim high, help others and have fun. None of this is possible without the exceptional team of people who make up St John's staff. We value the expertise, energy and commitment of our staff across all areas of school life and reward, support and develop our employees accordingly. Attracting and retaining the very best people is fundamental to allowing us to take St John's forward.

Our academic staff body is actively involved in developing creative and sophisticated teaching and learning practices through regular CPD, self-reflection and peer observations. Class sizes are small, our staff support is first-rate and the high standards set in the classroom reflect in excellent public examination results. We are firm believers that academic results are not the only measure of a successful education and our rounded approach aims to create open-minded, thoughtful, confident and happy young men and women who will go on to have productive, positive experiences in higher education and their adult lives.

Our support staff are integral to the wider success of the School. They are highly skilled professionals whose expertise allows the School to function effectively across functions as diverse as estates, operations, communications, catering, pastoral care, IT, finance and HR.



# EMPLOYEE BENEFITS

## PROFESSIONAL REWARD AND DEVELOPMENT

We recognise the expertise of our staff and aim to create an inspiring environment in which you can work to your full potential and develop your career.

### What We Offer:

- A competitive remuneration package with additional allowances for extra responsibilities
- A comprehensive induction and CPD programme for all levels of staff
- Regular appraisals to reflect on professional practice and developmental opportunities
- Full commitment to the induction and training of ECTs, providing excellent support and ongoing training and support with teacher training for unqualified teachers
- A comprehensive INSET programme delivering high quality seminars, shared good practice, first aid training and insights from expert external speakers
- High quality IT facilities, hardware and software
- Well-resourced departments
- Automatic enrolment into the School's pension schemes.

## REWARDS AND PERKS

To make everyday life just that bit easier, we are continually developing the variety of rewards, discounts and perks that we can offer our staff.

### What We Offer:

- A discount on school fees for staff children who satisfy the admissions criteria (following successful completion of probationary period / proportionally reduced for part time members of staff)
- Free parking
- Cycle to Work Scheme
- Microsoft 365 for up to five personal devices
- Interest free School Loan
- Access to discounts at popular retailers
- Discounts are also available at local businesses such as Nuffield Health in Leatherhead.

## HEALTH AND WELLBEING

Your health and wellbeing is important to us and we encourage our staff to make use of the services offered to help you live and work healthily and happily.

### What We Offer:

- Family friendly policies including flexible working, enhanced maternity and paternity pay
- A fun, free weekly bootcamp to get fit in an encouraging, motivating environment
- Use of the School's Sports Centre and outstanding sports facilities, including the swimming pool, at agreed times
- Access to the Employee Assistance Programme (Education Support Partnership) which provides caring and compassionate advice and support on professional or personal matters
- During term time, our excellent Catering Department provides meals and refreshments
- Free flu vaccinations
- Access to Wellbeing Champions.

## COMMUNITY AND ENVIRONMENT

This is a stimulating, welcoming community where colleagues build supportive professional relationships and friendships.

### What We Offer:

- A supportive network of experienced Heads of Department, Senior House Staff and the Senior Management Team
- Highly skilled support and academic staff who, together, are integral to the successful running of the School
- As part of the staff community you can take part in enjoyable social events, sports activities and more...
- A beautiful environment which combines well-maintained historic buildings with state-of-the-art facilities
- Many parts of our beautiful and flexible school site are available to hire at a discounted rate for staff
- For eligible staff, accommodation within walking distance to St John's may be available.



# THE ROLE

The Library plays a key role in enhancing the quality of teaching and learning. The Learning Resources Assistant will assist the Librarian to provide an efficient and effective learning resource and information service which supports learning and teaching across St John's School.

## ACCOUNTABILITY

Deputy Head (Academic) but on a day to day basis will be managed by the Assistant Head (Digital Strategy).

## MAIN RESPONSIBILITIES

### Library resources and textbooks:

- The issue, renewal and return of resources and textbooks through the library management system
- Textbook ordering including price comparisons and update supplier prices regularly, catalogue and distribution
- Stock-checking and organisation of existing resources as guided by the Librarian
- Cataloguing new library resources and textbooks
- Issuing overdue reminders and recharge requests for lost or damaged books, reports and charge reports
- De-cataloguing redundant resources and processing their removal
- Photocopying, scanning and uploading material as required
- Assisting staff and pupils in identifying and locating resources .

### Stationery

- Taking a lead on stationery orders and organisation
- Stock-checking and organisation of materials as guided by the Librarian
- Assisting pupils and staff with the purchase of stock

- Recording stock purchases
- Processing recharges to pupils and departments as required
- Ordering from suppliers, distribution and price comparisons .

### The Library

- Supervision of pupils to ensure a purposeful working environment
- Supervision of prep club when it takes place in the Library in the absence of Teaching staff, and supervision any pupils with special arrangements
- Shelving returned items and tidying shelves
- Processing and distributing newspapers and magazines
- Supporting the Librarian with the creation and maintenance of library displays
- Supporting the Librarian/Assistant Head Digital Learning & EDI with arrangements for library events
- Logging maintenance issues with the Helpdesk
- Database work – library management roll over of all groups, houses
- Library cards for all new starters and database management for new starters – updating, creating and maintaining
- During Summer term – registration of pupils revising and pupils who do not follow same curriculum
- Locking the Library at the end of each day.

**NB This list is not exhaustive, and you may be required to undertake other duties as required by your line manager. This job description may be amended to meet the needs of the School.**



# PERSON SPECIFICATION

## **Experience and Skills**

- Good general level of education including literacy/numeracy skills
- Experience of working in a school environment would be an advantage
- Excellent interpersonal and communications skills are essential
- Experience in an administrative role with a high degree of organisational ability.

## **Personal attributes**

- A love of books and reading
- A commitment to working with young people
- Flexibility and a willingness to undertake a wide range of library routines and learn new skills.
- A confident and welcoming manner when dealing with library users
- Patience and a sense of humour
- Good organisational and communication skills, with an eye for detail.



# CONDITIONS OF SERVICE

The salary package for this role will be in Band 4 of the Support Staff Salary Scale according to skills and experience, paid monthly over the year. The actual pro-rata'd salary range for the role will be £17,272 - £18,839 (£25,846 - £28,190 FTE). There is an annual review on 1 September each year.

Hours of work will be 29.5 hours per week, 36 weeks per year. The working hours for this role are Monday to Thursday, 12pm to 5.30pm, and Fridays, 8am to 4.30pm.

The holiday entitlement is the pro-rata equivalent of 6.6 weeks holiday and is inclusive of public holidays, plus three days over the Christmas period when the School is closed. For term time only staff, holidays must be taken outside term time.

You will be auto enrolled into the School's pension scheme, which includes life assurance.

Staff are permitted to use the facilities on site (such as the swimming pool, gym, tennis courts and Library) at times, which do not conflict with the School's requirements and within the School rules.

There is limited free parking on site.

There is a probationary period of six months and the appointment is subject to satisfactory references and clearance by the Disclosure and Barring Service.

## **Health & Safety at St John's School**

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at St John's are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow St John's policies and procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

## **Data Protection at St John's School**

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website.

## **Staff Conduct**

Colleagues at St John's are expected to adopt high standards of personal conduct in order to maintain the confidence and respect of all those with whom, and for whom, they work and must abide by the Staff Conduct Policy at all times.



# THE SELECTION PROCESS

## CHILD PROTECTION

St John's School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

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."

Though this role does not require the direct supervision of pupils, in addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at St John's. The post holder's responsibility will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead.

## HOW TO APPLY

Please complete an application form and equal opportunities monitoring form (both forms are available to either complete via the online application form or can be downloaded from [www.stjohnsleatherhead.co.uk/about-us/careers-at-st-johns/current-vacancies/](http://www.stjohnsleatherhead.co.uk/about-us/careers-at-st-johns/current-vacancies/)) and provide a letter supporting your application addressed to: Karen Perkins, Senior HR Advisor via email to [recruitment@stjohns.surrey.sch.uk](mailto:recruitment@stjohns.surrey.sch.uk) or by post to Epsom Road, Leatherhead, Surrey KT22 8SP.

Closing date: **9.00am, Monday 5 June 2023**  
Interviews will be held: **week commencing 12 June 2023**

**Applicants are encouraged to apply as soon as possible as we will process applications in order they are received. We reserve the right to appoint before the closing date.**

Please contact the Recruitment Team if you require the application form in an alternative format, please either email us at [recruitment@stjohns.surrey.sch.uk](mailto:recruitment@stjohns.surrey.sch.uk) or call us on 01372 231545.

## FURTHER ENQUIRIES ABOUT THIS POSITION OR APPLICATION PROCESS

### HR Department

[recruitment@stjohns.surrey.sch.uk](mailto:recruitment@stjohns.surrey.sch.uk)

01372 231545