



# KINGSWOOD

## BATH

## JOB DESCRIPTION: ASSISTANT LIBRARIAN

### JOB PURPOSE

Based at Kingswood Senior School, and reporting to the Librarian, you will foster a positive and welcoming atmosphere for students to complete work, read, or explore creative activities.

The J. O. Heap Library is a bustling community space which caters for a large number of students day-to-day. A qualified Librarian is required to assist the Librarian with the management of the Library and take responsibilities for key tasks, as well as deputising for the Librarian when otherwise engaged.

### KEY DUTIES AND RESPONSIBILITIES

- Manage Library stock including assisting with shelving, stocktake and implementation of collections and weeding policies.
- Deliver front-of-house Library services including issuing and returning of books, reservations, and greeting students.
- Manage behaviour in the Library, particularly at peak times of quarter, lunch, afternoon break and games periods, and maintain Library register.
- Responsible for library registration.
- Library promotion via social media, library displays (book displays and display boards), newsletter notifications etc.
- Assist in supervising additional rooms (computer rooms) and providing cover when necessary
- Support in the development and implementation of information literacy guidelines and academic behaviour policy.
- Support in the development and delivery of training to staff and students e.g. in use of LMS.
- Assist in running reading initiatives including Westwood Reading Challenge, whole-school Reading Challenge etc
- Deliver event-related activities to tie-in with significant dates such as World Book Day and National Poetry Day.
- Curate special collections and promotions to tie-in with events, significant dates and relevant book prizes.
- Manage regular Library admin such as Book of the Month, Library display screen, Library Firefly pages, assembly and newsletter notices and staff intranet updates.
- Assist in the creation and curation of Library reading lists.
- Support and manage the team of Junior Librarians, including implementing and monitoring the training course and mentoring.
- Contributing, as required, to activities with the purpose of marketing the Library's information resources and collections, including use of the Library Instagram.
- Assist with managing the staging of promotional events including author visits and Library-led competitions.



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- Involvement in Public Benefit activities including events and activities with partner primary and prep schools and additional charitable events.
- Assist with running clubs and activities as part of the School's wider activities programme.
- Provide support, guidance and advice to the Library Prefects.
- Support the pastoral role of the Library in offering a 'safe' space for pupils and staff.
- Assist in monitoring usage and maintenance of Library facilities including furniture and IT equipment.
- Troubleshoot pupil and staff IT issues in the Library and escalate to IT Department, where appropriate.
- Represent the Library at Heads of Department meetings in the Librarian's absence.
- In conjunction with the Librarian, represent the Library at external group meetings including B&ANES School Librarians meetings, Independent School Librarians Group (South West) meetings, School Library Association branch meetings and Monmouth Group meetings, among others.
- Pursue an active programme of self-development, CPD and continuous updating of skills.
- Attend professional development and networking events including conferences, training days, and CILIP executive briefings.
- Deputise for the Librarian in her absence.
- Carrying out general administrative duties.

It should be noted that this is not a definitive list; your duties will be at least those listed above.

You will be expected to:

- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of Kingswood
- Observe health and safety procedures and work safely at all times
- To comply with all school policies and procedures including reporting any concerns to the appropriate person in relation to those covering child protection, health, safety, welfare, security, confidentiality and data protection.

## THE IDEAL CANDIDATE

### QUALIFICATIONS, EXPERIENCE AND SKILLS

You will have:

- A post-graduate qualification in Library Science (or related qualification).
- Experience of working in a Library, school, or related environment, ideally with young service users.
- Experience with marketing, social media, and promoting a library (experience with Canva).
- Excellent communication and inter-personal skills.
- Comfortable leading a class or full library of students.



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- A good understanding of management skills and information behaviour gained from your experience as a qualified information professional.
- Experience of writing policy and collating resource packs is desirable.
- Self-starter, able to take the initiative and be proactive.
- High quality administrative skills and a high level of competence in ICT.
- Excellent interpersonal skills and an ability to interact appropriately with others within the school community.
- Excellent understanding of current practice and challenges in the delivery of Library Services is desirable.

### KEY COMPETENCIES

- Clear empathy for, and understanding of, children's development and academic requirements.
- Emotional resilience and ability to work calmly under pressure.
- Strong attention to detail.
- Commitment to equal opportunities and anti-discriminatory practice.
- Commitment to upholding and living the Kingswood values and ethos.
- Flexible and with a 'can do' attitude.
- Able to provide evidence of appropriate professional development.
- Supportive of the Christian ethos of the school.
- Open to new ideas and practices.

## CHILD PROTECTION

It is your responsibility to help promote and safeguard the welfare of children and young persons for whom you are responsible, or with whom you come into contact, and 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, you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the School's Designated Safeguarding Lead. Protecting children from the risk of radicalisation is part of the School's safeguarding duties (under the Prevent Duty).

## TERMS AND CONDITIONS

### NORMAL HOURS OF WORK

Your normal hours of work will be 19.5 hours per week, Monday to Thursday, with 30 minutes unpaid for lunch, although flexibility will be required with additional hours and occasional evening work to support events. The post will be term-time only.

### STAFF DEVELOPMENT REVIEW

Your Staff Development Review will be undertaken by the Librarian.



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## PAY & BENEFITS OF SERVICE

### SALARY

The salary will be dependent on qualifications and experience within the range £10,400 to £11,500 per annum, pro-rata to a full-time salary range of £27,000 to £30,000 per annum. Salary will include payment for paid annual leave.

### OTHER

Kingswood School has high expectations of staff and looks to reward them with beneficial conditions of service.

- Professional development and training.
- All staff enjoy free meals provided in the Dining Room with refreshments available throughout the day.
- Part remission of fees at Kingswood Nursery, Prep and Senior Schools for children of employees (subject to the normal competitive entry requirements being met). Please note that remission of school fees is not a contractual entitlement; the Governors reserve the right to vary the rate of remission or to withdraw it altogether.
- Staff are welcome to make use of the leisure and sports facilities (which includes a swimming pool, gym and tennis courts) set within the beautiful School grounds.
- Parking available around the School site.
- Stakeholder Pension Scheme.
- Death in Service benefit.
- Cycle Scheme in line with the Government's Cycle to Work initiative.
- Employee Assistance Programme, an independent, free and confidential advice service that can offer both practical advice and emotional support.
- Kingswood has a strong sense of community and there are many ways to be involved whether through sport, music or social events.

## APPLICATION PROCESS

Please visit our website [www.kingswood.bath.sch.uk/school-life/employment-opportunities](http://www.kingswood.bath.sch.uk/school-life/employment-opportunities) to read our policies for **Recruitment, Selection and Disclosure Procedure**, and **Child Protection and Safeguarding Policy including EYFS**.

Please email [recruitment@kingswood.bath.sch.uk](mailto:recruitment@kingswood.bath.sch.uk) to request an Application Form.

**Completed Application Forms should be returned by email** (or by post: Recruitment Co-ordinator, Kingswood School, Lansdown, Bath, BA1 5RG)

**Closing date is Wednesday 19 June 2024, midday, but early applications are encouraged.**



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If you have any questions about the recruitment process please contact Mrs Nicola Carr, Recruitment Co-ordinator, on 01225 734350 or email: [recruitment@kingswood.bath.sch.uk](mailto:recruitment@kingswood.bath.sch.uk)

*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. You will be required 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."*

*As an equal opportunities employer, Kingswood School is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.*

*We offer a welcoming and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply.*