

APPOINTMENT OF
School Librarian



ORLEY FARM
SCHOOL





'It takes a village
to raise a child'

Dear Applicant,

Orley Farm School is an extraordinary place of learning! We are set in a highly competitive part of London where expectations are always leveled at doing and being our very best.

However, do not be fooled into assuming that our parents are part of the dinner-set who focus on superficial veneer-thin aspirations. The DNA of this school runs very deep and it is founded in developing remarkable young people, not simply the one-dimensional 'academic' child. We are equally focused on developing the social, physical, creative, emotional and spiritual child alongside our academic challenge because we know that this leads to enriched learning. It is also the right thing to do in a world that tends to only value short-term highs; we are in this for 'life', as I want our pupils, staff and parents to look back on their Orley years as a time of wonder and inspiration!



In order to achieve this you have to surround young learners with adults who share a sense of service, duty, commitment and above all, care for this vision. Orley Farm School inspires everyone to achieve in every aspect of their educational experience, pupils, staff and parents included! Our focus is on the individual and their passions and this is at the heart of all that we do, in order to unlock further learning and develop new skills.

A very strong part of our vision is how we sit in our community. We talk about the bonds of family within our school and this is certainly evident in the relationships across and within the school. We are blessed with an extraordinary setting and facilities within a stone's throw of London. Our school community has a strong foundation in 'giving', as this goes back to those founding values in developing happy, fulfilling and purposeful lives – for pupils, staff and parents!



I was so fortunate in my early years as an art teacher and Housemaster to work for a Head who expected me to make mistakes, learn from them but to always aim for the stars! I hope that having the opportunity to visit our website and peruse our prospectus will give you further insight into what an extraordinary place this is with infinite opportunities. Initiative and Risk Taking are two of our ten unique 'Thinking Skills' and if the attached role and description of our community excites you, then I do hope that we hear from you!

Yours faithfully,

Headmaster

Orley Farm School was founded in September 1850 by Mr Edward Ridley Hastings. Mr Hastings had previously been employed as a tutor, but with encouragement from Dr Vaughan, the great Headmaster of Harrow School, he formed a preparatory School so boys did not have to “enter Harrow too early”.

A new classroom block was added. 1973 saw the addition of the Gardner building, and in 1977 phase one of the Sports Hall complex was completed, with the addition of a gymnasium in 1981. Two major changes were also brought about in 1978; the Pre-Preparatory department was opened to educate boys from four to seven years. Then in 1984, a year after St George’s Hall was finished and 133 years after the first boarders, Orley Farm ceased to be a boarding School and the dormitories were converted to classrooms.

That year also saw the Official Grant of Arms made through the College of Heralds, and in May 1985 the emblazoned Orley Farm School scroll was put on display in the corridor of St George’s Hall. The arms and crest have three historical sources: (1) the stag holding an oak leaf is the Trollope family crest; (2) crossed arrows and a silver laurel wreath are included on the Harrow arms, and (3) the “Hurst” of oak trees on the shield and sprig of oak in the badge refer to the Gardner family. The motto, Haec cogitate, “think on these things”, comes from St Paul’s letter to the Philippians’.

In 1990, there were more changes, most important of these was the admittance of girls to the School in 1994, adding another dimension to Orley Farm’s long and varied history. In 1995, a new Pre-Preparatory department was built, followed in October 1996 by the opening of the all-weather pitch and Quadrangle development. Finally, as the School’s approached its 150th birthday in 2000, a state-of-the-art music faculty was completed.



**Orley Farm School:
Aiming for excellence
in all we do!**

ORLEY FARM HISTORY





ORLEY FARM ETHOS

At Orley Farm we pride ourselves in providing a challenging environment to stimulate and develop lively and inquiring minds.

We encourage all pupils to reach their true potential and eventually become individuals who value learning with and from others, as a life-long process. Independence of thought and action is encouraged, together with application, perseverance and initiative.

The curriculum is broad-based in order to facilitate the acquisition of knowledge, promote enjoyment in learning and to provide skills to equip students for their next school and further. We aim for our pupils to enter the rapidly-changing world of work and leisure as active and confident participants.

Everyone at Orley Farm works to create an atmosphere in which pupils feel secure and valued and encouraged to progress academically and socially. We try to develop in them a sense of moral values, especially respect for others and their property, which will enable them to become responsible and considerate members of any community.

**‘Focus on the journey,
not the destination.
Joy is found not in
finishing an activity
but in doing it.’**





Positive staff mental health and wellbeing are essential ingredients for cultivating a mentally healthy school.

Positive staff mental health and wellbeing at Orley Farm is all about flourishing and thriving at school, work and beyond. We give our pupils and staff the happiness advantage by drawing on the principles of Positive Education.

Positive Education is the practical application of Positive Psychology within an educational setting combining best-practice teaching and pastoral care with the science behind happiness and wellbeing. We strive to equip our whole school community with positive mental health strategies through continuous professional development alongside their personal development and growth.

Here at Orley Farm, we view professional growth as a protective factor in staff wellbeing and value the positive impact that continued learning has on mental health and wellbeing.

Three core pillars drive through the heart of the school ensuring pupils have a balanced approach to their school life. Hand in hand academia, co-curriculum and pastoral care form 'The Orley Farm Way.' They are woven into the fabric of the school and the exceptional pastoral care that the school provides enables children to foster a strong sense of 'self', 'belief' and 'purpose.'



The Thinking Skills are at the heart of school life.

LIFE TIME OF LEARNING



Ambition



Creativity



Curiosity



Empathy



Flexibility of Mind



Focus



Good Judgment



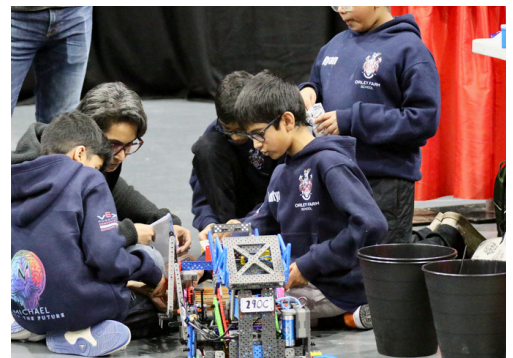
Initiative



Resilience



Risk Taking





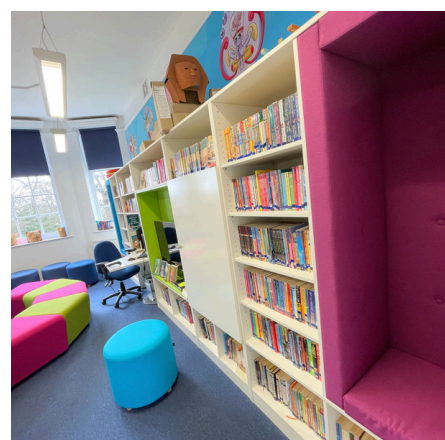
THE ROLE

The Role

The School Librarian oversees and maintains a dynamic learning environment that serves the entire School community. They are responsible for sourcing, selecting and organising a wide range of resources tailored to meet the educational needs of students across all ages and abilities.

The School Librarian shall fulfil the following:

- Provide a diverse range of resources to support both curriculum based learning and independent reading across all ages.
- Maintain and regularly review the library collection, including systematic weeding of outdated or damaged materials.
- Research, evaluate and procure new resources to ensure the library remains current and relevant.
- Catalogue, classify and keyword to new materials for efficient retrieval and accessibility.
- Repair and prepare library, including covering basic restoration of books and materials.
- Oversee daily library operations, including managing loans, issuing reminders, handling reservations and organising shelving.;
- Implement strategies to reduce overdue returns and prevent loss of materials in a constructive and supportive manner.
- Collaborate with the IT Department to ensure library software and systems are up to date and functioning effectively.
- Promote the library and its resources to staff and pupils, encouraging active and purposeful use.
- Support individual pupils in selecting appropriate reading materials suited to their interests and reading levels.
- Be expected to lead lessons with pupils.





- Deliver instruction in library and information literacy skills to both staff and pupils, fostering independent research and critical thinking.
- Foster a love of reading by actively promoting books and encouraging reading for pleasure across the school community.
- Lead meetings with and train Library Monitors in library systems, supporting them in promoting Pupil Voice across the school.
- Collaborate with the English Department to ensure that appropriate books are allocated to pupils for in-class reading and holiday reading assignments.
- Work with the Senior Leadership Team (SLT) to prepare financial estimates and manage the library budget responsibly and strategically.
- Liaise with teaching staff to ensure curricular resources are current and relevant.
- Create and maintain displays, guidance posters and notices.
- Organise World Book Day, special events and arrange for authors to visit the School;
- Liaise with Pre-Prep, Middle School and Upper School staff and provide professional help and expertise as needed.
- Participate in school events, both during and outside of regular school hours to support the wider community.
- Attend in house training sessions and professional development courses when appropriate to enhance skills and knowledge.
- Undertake any other duties as requested by the Head or Deputy Head Academic that are reasonably required and commensurate with the responsibilities of the post.
- Support the safeguarding and wellbeing of pupils, ensuring a safe and secure environment within the library and during school activities.

Salary will be between £21,400 - £23,100 and will be dependent on experience and qualifications.

Working hours will be Monday - Friday, 8:30am - 3:00pm, 30 hours per week, term time only.

Whilst the job description outlines the key duties and responsibilities of the role, it is not an exhaustive list. Employees will be expected to comply with any reasonable requests from their Line Manager to undertake work of a similar level that is not specified in this job description.

The job description is subject to periodic review and may be updated to reflect the evolving needs of the school. Any changes will be discussed with the employee in advance.

Please note that this role is 'exempt' from the Rehabilitation of Offenders Act 1974. Therefore, you are required to disclose any convictions, cautions, reprimands and final warnings that are not considered 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).



PERSON SPECIFICATION

Qualifications and Experience

- Previous experience of working in a Library environment.
- A recognised library qualification (desirable but not essential).
- Familiarity with library management systems and cataloguing processes.

Knowledge and Skills

- Excellent IT skills, including proficiency in Microsoft Office (Word, Excel, Outlook), Office 365, and Firefly.
- Strong organisational and administrative skills, with attention to detail.
- Ability to manage and maintain library resources effectively.
- Confident in supporting pupils with research and reading for pleasure.
- Understanding of safeguarding procedures and child protection legislation.
- Awareness of current trends in children's and young adult literature.

Communication and Interpersonal Skills

- Excellent verbal and written communication skills.
- Ability to work collaboratively with teaching and support staff.
- Friendly and approachable manner with students of all ages.

- Ability to manage behaviour calmly and positively in a library setting.

Personal Qualities

- Creative, enthusiastic, and passionate about promoting reading and literacy.
- Patient, calm, and caring, with a flexible and adaptable approach.
- Systematic and well-organised in managing tasks and time.
- Willingness to undertake training and engage in ongoing professional development.
- Sympathetic to the aims, values, and ethos of the school.
- Proactive and resourceful in problem-solving and supporting learning.

As an equal opportunities employer, Orley Farm School is committed to the fair and equal treatment of all current and prospective employees.

We are dedicated to fostering a diverse and inclusive workplace and strongly encourage applications from suitably qualified candidates of all backgrounds to join our school community.

Orley Farm 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 post-holder is responsible for promoting and safeguarding the welfare of children they work with or come into contact with, in accordance with the school's Child Protection Policy. Adherence to this policy is expected at all times.

If, during the course of their duties, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children, they must report their concerns to the school's Designated Safeguarding Lead or the Headmaster in accordance with School Safeguarding Policy.

All applicants must be willing to undergo thorough child protection screening, which includes reference checks with previous employers.

Where necessary, additional employment checks will be carried out by our third-party company, Know Your People (KYP). Furthermore online checks will be carried out by SP Index, a professional screening partner, alongside checks from the Disclosure and Barring Service (DBS). Further details can be found in our Recruitment Selection and Disclosures Policy and Procedures and our Recruitment Privacy Notice.

**Orley Farm School:
Aiming for excellence
in all we do!**

BENEFITS



COMPLIMENTARY LUNCH
during term-time



USE OF OUTDOOR SWIMMING POOL
in the summer at designated times



**COMMITMENT TO PROFESSIONAL
DEVELOPMENT**



**FEE REMISSION FOR CHILDREN
OF ALL STAFF**
after probationary period



**EXCELLENT TRANSPORT LINKS
& ON-SITE PARKING**



**COMMITMENT TO POSITIVE
MENTAL HEALTH & WELLBEING**
for staff and pupils

Orley Farm 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 APPLICATION PROCESS

Suitability for the position will be assessed through the application form, supporting documentation (such as certificates), the interview process, and references. If invited for an interview, you will be required to present original ID documents and qualification certificates; photocopies or certified copies will not be accepted. These documents will only be retained if your application is successful. If you are not selected, all copied documents will be securely and confidentially destroyed.

Applications must be submitted using the School's application form; CVs will not be accepted as a substitute. Candidates should complete the form in full providing details of their qualifications, a complete employment history, and the names, addresses, and contact information (including email addresses and phone numbers) of two professional referees. One referee should be the Head of your current or most recent school. Please note that the School reserves the right to contact any previous employers.

Shortlisted candidates will be asked to provide details of all unspent convictions and any that are not subject to filtering, prior to the interview date.

References will be obtained for all shortlisted candidates prior to the interview. Additionally, online checks will also be conducted for all candidates progressing to the interview stage.

All application forms and any related queries should be e-mailed to Purvi Patel, HR Manager, at: HR@orleyfarm.harrow.sch.uk

All applications will be acknowledged. If you do not hear from within and candidates who have not heard from us further within two weeks of the closing date should assume that the post has been filled.

Applications will be reviewed as they are received, and interviews may be conducted before the closing date. Orley Farm School reserves the right to withdraw the position if an early appointment is made. Early applications are therefore strongly encouraged.





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