



# Information for Prospective Candidates



Gildredge  
House

An Ofsted  
**GOOD**  
School



**JANUARY 20 2025**

**Gildredge House**

**Position: Librarian. Part time, permanent**

**Start date: 24 February 2025**

**Deadline: Please see website for details**

# An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of Librarian. We hope this pack is informative and useful but if you require any additional information or have questions, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk). Visits to the school or phone calls with the Head of Secondary are welcomed.

*Please contact us if you would like to attend for an informal visit, as we would welcome the opportunity to show you our school.*

**CLOSING DATE:** Please refer to the deadline on the website  
**START DATE:** 24 February 2024  
**INTERVIEWS:** In the week following the closing date for applications  
**HOURS OF WORK:** Part-time, Permanent (17.5 hours per week, Mon-Fri)  
**SALARY RANGE:** £25,183 - £25,583 FTE. GH Support Staff Scale Grade 5 (2024-25) Pro rata for part-time.

- Do you clearly communicate your enthusiasm and passion for reading and literacy?
- Are you highly organised, with an excellent level of attention to detail?
- Do you quickly build positive and effective working relationships with colleagues and students?

If the answer to these questions is 'yes', then Gildredge House wants to hear from you.

At Gildredge House each individual is known and valued. Students are inspired to discover their passions and realise their academic potential. You will join a strong team of inspirational Teachers and Support Staff in an exciting environment where learning is fun and engaging. If you are an imaginative and dynamic practitioner - with the capability of engaging and enthusing all students and the belief that everyone can succeed - we want to hear from you.

This is an excellent opportunity to join our school. We are looking to appoint an exceptional candidate to the position of Librarian for our all through free school. You will be developing and maintaining the library as a vibrant and purposeful space for study and as a resource to support students' literacy development and love of reading across the Secondary phase.

You will work with colleagues from all phases of the school and will liaise with the wider community and outside agencies, e.g. the School Library Service, our Primary feeder schools, local libraries.

## **Gildredge House offers:**

- continuity of education for boys and girls aged 4+
- an expectation of high academic standards leading to Sixth Form studies
- strong discipline
- excellent pastoral care
- a range of extra-curricular activities
- parent and community involvement

**As an employee of the school, you would benefit from:**

- A two-week break in the Autumn Term, allowing for holidays to be taken out of peak season
- A supportive induction programme for new staff to the school.
- Investment into your career development through appropriate, regular CPD
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to a full employee assistance programme, in support of wellbeing
- LGPS Pension Scheme
- Complimentary tea and coffee in our staffroom
- On-site parking

**Salary details:** GH Support Staff Scale Grade 5 Points 12-13. Full-time equivalent salary range is £25,183 - £25,583 per annum. Actual salary range, based on 17.5 hours per week, term-time only, is £9,868 - £10,025 per annum. Contract is for 43.2 weeks per year, which includes 36.4 weeks of term time and 1 week of INSET, plus bank holidays and 26 days of paid holiday (pro rata for part-time employees).

**Hours of work:** 17.5 hours per week, 3.5 hours per day, Monday to Friday.

If you would like to find out more, please get in touch. We welcome visits from prospective candidates, by appointment. Please contact us via: [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) to enquire.

Please complete the Application for Employment form and return to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by 9.00 a.m. on the date indicated on the website.

If you wish to discuss the post further or visit the school, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) Tel: 01323 400650.

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that neither they nor anyone who lives in the same household is a disqualified person under the Childcare (Disqualification) Regulations 2006.

Please note that under the GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

## Job Description: Librarian

<b>Job Title:</b>	Librarian
<b>Salary:</b>	GH Support Staff Scale Grade 5, Points 12-13
<b>Responsible to:</b>	Head of Secondary

### Purpose of the job

To develop and maintain the Library as a vibrant and purposeful space for study and to support students' literacy development and love of reading across the Secondary phase.

### Main responsibilities

- Maintain the Library in good order and create/maintain a quiet, controlled atmosphere conducive to study and learning.
- Undertake stock maintenance and control (including management of the computer-based catalogue).
- Manage the Library budget and purchase resources.
- Supervise and deliver support for students with their learning, during and outside the school day.
- Train student librarians for routine tasks e.g. issuing loans, shelving books, processing new stock.
- Inform Library users about new and existing resources and identify and respond to their requirements.
- Liaise with the wider community and outside agencies e.g. School Library Service, feeder schools, local libraries.
  
- Market the Library e.g. arrange author visits, talks to visitors, theme days etc.
- Work with subject leaders to identify opportunities for them and their pupils to work in, and to create displays for the library.
- Support the whole school drive to improve literacy, working with students to select books that match their level of literacy and areas of interest.
- Teach library, information retrieval and study skills as part of an induction programme.
- Develop and maintain Careers information in the library and elsewhere in the school.
- When examinations are in the library, be prepared to assist as an Invigilator.

### General Accountabilities


- To undertake available training opportunities and demonstrate a commitment to continuous professional development.
- To demonstrate a willingness to work flexibly, sometimes outside of normal core hours, in response to service demands, as agreed with the Line Manager (for example, options/open evening).
- To perform such other tasks as may reasonably be required by the Line Manager.
- To carry out the above duties in accordance with our Equal Opportunities policies.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes.

This is a new post within the school and the nature of this new role means that there will also be additional tasks and projects identified. In consultation with you, the job description may be changed by the Executive Headteacher/ Head of Secondary to reflect or anticipate changes in the job commensurate with the grade and job title.

**Person Specification: Librarian**

Criteria		Essential / Desirable
Knowledge & Experience	• A detailed knowledge of the work of a school and the impact of library resources on the curriculum.	E
	• Experience of undertaking a range of clerical duties in respect of library related tasks and careers administration.	E
	• Experience of ICT systems, including Access-IT software (or equivalent).	D
	• Previous experience of working with young people	D
Skills and Abilities	• Ability to work in organised and methodical manner, including managing specific events and activities.	E
	• Strong interpersonal and communication skills	E
	• Ability to maintain efficient record keeping systems, including maintaining confidentiality	E
	• Ability to work effectively, as part of a team and working alone	E
	• Ability to establish positive relationships with Students, Staff and external visitors to, and beyond the school	E
	• Ability to consistently and effectively implement agreed behaviour management strategies	E
	• Ability to convey information to colleagues, students, etc. Including ability to pro-actively inform and motivate students and their parents/carers, in respect of careers guidance	E
	• Ability to demonstrate active listening skills	E
	• Ability to demonstrate keyboard skills for accurate computer input and information research and retrieval	E
Personal qualities	• Enthusiasm and empathy	E
	• Demonstrate emotional intelligence	E
	• Ability to manage own workload.	E
	• Ability to demonstrate commitment to Equal opportunities	E
	• A wide knowledge of literature and a love of reading	E
	• Willingness and commitment to participate in further training and developmental opportunities offered by the school and county to further knowledge	E



*“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”*

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

The deadline for applications is indicated on the school website. If you are interested in the position, please complete an Application Form, available from the school website: <https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/> Please return the completed Application for Employment to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by **9.00am on the closing date.**

**We look forward to hearing from you.**