

Library Assistant
1 Year Fixed Term, Part-Time, Term Time Only

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1550 pupils and over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

OUTLINE OF POST:

To assist the Head Librarian in the everyday operation of the School Libraries in providing a high standard of service to meet the needs of the pupils and staff. You will be working as part of a small, experienced team and be given training to take on new shared responsibility for the smooth running of the School Libraries on a day-to-day basis under the supervision of the Head Librarian.

This post reports to the Head Librarian.

MAIN DUTIES AND RESPONSIBILITIES:

The Library Assistant will have broad duties, which are expected to include:

- Support the efficient and effective operation of the School Libraries when required. You will be trained in the processes and procedures of both Libraries.
- To welcome pupils and staff to the Enquiry Desk and offer an efficient and friendly service which enables all Library users to gain maximum benefit from all the resources the School Libraries have to offer. This includes assisting with:
 - Issuing and returning of the Library's stock, including renewals and overdue resources
 - Shelving and keeping the Library tidy and well presented
 - Adding and withdrawing stock under the direction of the Head Librarian
 - Managing and maintaining Library supplies
 - Preparing new accessions, to include book covering, inserting barcodes, labelling spines, etc.
 - Adding new resources to the Library Management System (LMS) Accessit, key wording, adding additional information where needed
- To keep up to date with latest authors, books, and literary events for the relevant age groups.
- Run clubs and Library competitions under the direction of the Head Librarian.
- Assist with author visits.
- Promote resources with creative and imaginative displays of books, authors, and other major literary/world events in calendar.
- Update displays and Library Notice Boards regularly.

- To guide students to relevant resources and encourage the use of the Library.
- To help Library users develop their research skills and become proficient in using digital (online) resources.
- To promote good behaviour, encourage and maintain a silent Library.
- Maintain the magazines collection: checking in magazines and liaising with Library staff when issues are not received/arrive in duplicate.
- Under the guidance of the Head Librarian, to support events associated with the marketing and promotion of the School including, but not exclusively, Open Mornings, Open Afternoons and Friends of the Library events, which may fall outside of typical working hours and days.
- To understand the opening and shut-down procedures for the School Libraries.
- To attend all safeguarding training as required by the School.
- To attend any Inset Days set by the School.
- Assisting the Head Librarian with regular stock maintenance tasks: weeding etc.
- Assist in the major stocktake every five years.
- Monitoring the condition of stock and rectifying any problems as they occur.
- Covering absence of any member of the Library team.
- Supervision of DofE volunteers.
- Prepare reports as required and escalate all concerns to the Head Librarian.
- Carrying out any such duties as may be reasonably requested.

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will usually be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION:

Essential

- Be supportive of the aims of the Head Librarian and Whitgift ethos
- Interest in literature/YA literature
- A passion and aptitude for working with young people
- Ability to work as part of a team
- Commitment to providing excellent customer service
- Ability to develop a positive relationship with all Library users.

Desirable

- Good communication and organisational skills
- Confident IT skills
- Experience of working with databases and digital resources
- Knowledge of a wide range of literature for children and young adults
- A confident, welcoming and firm manner when dealing with library users.

FURTHER INFORMATION

This post is a Fixed Term Contract. No fee discount applies to this post.

All our staff benefit from a competitive remuneration package, including:

- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail
- Free access to our onsite gym (available at select hours) and our swimming pool (when available, access is extended to staff)
- Membership with BUPA, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24-hour advice line for all staff.
- Season ticket loan
- Onsite parking, when available
- Lunch is available onsite during term time

CONDITIONS OF SERVICE

This position is offered as a 1-year fixed term, term time only contract.

Salary Range for this role is currently Point 10 £25,699 to Point 13 £28,221 per annum (based on a **full-time, full year equivalent**). This equates to £16,704 to £18,344 gross per annum (pro rata to 41.6 weeks (term-time only and including 5.6 weeks' holiday pay) based upon a 32.5 hour working week). It is important to note that actual pay will be determined by the start and end date of the contract.

The Library Assistant will work 5 days a week. The hours of work will be 10.00 am to 5.15 pm with a 45-minute unpaid lunch break, Monday to Friday during Term Time only. There will be a requirement for flexibility with start and finish times to meet the needs of the Department or for school events throughout the year. Any changes will be agreed with the Head Librarian and are to be mutually agreed in advance.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone 020 8688 9222 or email the Human Resources Department at SchoolHR@whitgift.co.uk.

Applications will be reviewed daily and we invite interested candidates to apply as soon as possible.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people. Applicants must be willing to undergo child protection screening including checks with past employers, the Disclosure & Barring Service and social media checks (including personal, professional and other online activities).

January 2025