



Wellington
SCHOOL

Application Pack

Library Manager (0.6 FTE)

Closing date: Friday 14th May 2021

Welcome



"My child thanks me every day for sending her to Wellington - she says it is the perfect school"
Current parent

Thank you for your interest in working at Wellington School. We are committed to equipping our children with everything they need to thrive in a complex and challenging world and our educational philosophy is built on three central pillars: building outstanding relationships, pursuing excellence in everything we do and a deep love of learning.

We hold dear values such as kindness, empathy, honesty and courtesy and we work together to be the very best we can be in every setting. We aim high and have high expectations of our students, but we support one another in achieving our goals and we celebrate our culture of learning, in all its settings and forms.

Based in the town of Wellington, Wellington School was founded in 1837 and has been a central feature of the town ever since. Located in beautiful Somerset, we are in easy reach of beaches and beautiful countryside, yet also close to cities such as Exeter, Bath, Bristol and London.

Wellington is a 3-18 co-educational school, with a vibrant and dynamic boarding community. We welcome girls and boys from both near and far, and children from over 20 countries from around the world ensure that we all benefit from a rich and culturally diverse student body. We are a member of HMC and have 600 students in the Senior School and 200 students in our Prep, with which we share our site. Applications to join Wellington have never been stronger.

"Parents like the values the school imbues: 'respect', politeness', 'have a go, try your best'; it's okay if you make mistakes"

Current parent

Working at Wellington

As a member of the School's support staff, you will be a key contributor to the life of a busy, thriving School and your commitment will support the School's vision and objectives. In line with the three pillars underpinning our educational philosophy, we look to our staff to proactively support our students as they grow into young adults.

You will play a part in the whole school responsibility for safeguarding students and we want all staff at Wellington to build outstanding relationships with colleagues and students to help them to be the best they can be. We have high expectations but we are committed to supporting the professional development of our staff.

Wellington benefits from an outstanding estate and excellent facilities, which allow us to provide a superb learning environment alongside a broad co-curricular programme to students, but also creates a wonderful working environment for staff. Staff can enjoy use of the campus facilities such as sports facilities or the School Café.



The relationship with the staff is perfectly balanced: it's formal enough to encourage you to aim high, yet sufficiently relaxed so that you enjoy each subject.

Current student

The Post: Library Manager

Following the retirement of the current Library Manager at the end of the academic year, the School is looking to find an enthusiastic, forward thinking and knowledgeable person who has a real passion for Library Management and the important role it can play in education.

The Library Manager will be an experienced practitioner who has an innovative approach to library management. With excellent interpersonal skills and a desire to provide a first-class service to pupils and staff, the successful candidate will seek ways to ensure the newly modernised facility continues to evolve in line with teaching and learning developments.

Alongside the traditional management of books and associated resources, the role will look to lead the design and delivery of digital tools to enhance the strategic development of digital learning for our students and academic staff. The Library Manager will liaise with the Deputy Head (Academic) to provide relevant, innovative and creative resource support to our learning community. The continued evolution of our current library will require knowledge and experience of working with a library management system alongside developing new ways of accessing resources.

The School Library was relocated and expanded initially in 1983 and modernised in 2018 when it was established in a purpose built area in the heart of the School in the Duke's Building. Currently the Library has a stock of over 15,000 books and seating for our students.

The Library management system used is Capital Reading Cloud, a web-based system. There are four computers linked to the School system for students' use and an iPad/tablet for Catalogue use only. The library's catalogue can also be accessed via the School website /Firefly.

In addition to books the Library stocks newspapers, periodicals, university prospectuses, DVDs and CDs. All classification, cataloguing and servicing of Library materials is carried out in-house by the Librarians.

A service orientation, initiative, commercial acumen, strong work ethic and an ability to build outstanding relationships will be central to success.

The Library Manager reports to the Director of Operations and ultimately to the Headmaster. They will line manage an Assistant Librarian.



"The support system within the school has encouraged me to reach for the stars, and achieve them!"
Current student



The key operational responsibilities of the role:

- Plan and oversee the organisation and management of the Library including the financial management of the Library budget and the preparation of the financial estimates.
- Selection, acquisition, organisation, promotion and maintenance of book and non-book resources to cover the full age and ability range of the school community.
- Arrangement of materials for effective retrieval including the systematic indexing, classification and cataloguing of all Library resources. The dissemination of information relating to those resources to staff and students as appropriate.
- Identification of opportunities for the expansion of digital resources.
- Responsibility for maintaining the efficient running of dedicated Library hardware and software system with an interest and expertise in maximising its functionality.
- Supervision of and responsibility for students during break, lunch and after school. Oversee students and support teachers during Library Lessons, Clubs and encourage the love of reading and recommend suitable titles for students.
- Produce creative and informative display and promotional material in order to provide an attractive environment. Create displays supporting and promoting Themed Days (World Book Day) and special events celebrated throughout the School.
- Offer Library induction sessions to all new entrants to the School and to all students at the start of their Sixth Form studies.
- Work with teaching staff to plan and deliver information skills lesson for any year group as requested.
- Provide guidance and assistance to students on selection of resources to meet curricular and leisure needs.
- Responsibility for creating book boxes for year 9 and above to be placed in English classrooms. Oversee efficient circulation and replacement of books.
- Oversee the issue and discharging of books and other materials, shelving and shelf tidying. Chase and retrieve overdue resources.

- Create and up-date the Library section on Firefly regularly.
- Write the annual article outlining the past year in the Library for the School Magazine.
- Clerical routines connected with the ordering and receipt of new materials.

The key tasks of the role will be:

- To provide accurate reporting of library data to ensure targets are met.
- To manage one other member of staff.
- To provide a courteous, professional and knowledgeable point of contact for anyone contacting the Library, or for any enquiries made by members of the school community.
- To liaise closely with academic staff to ensure appropriate availability of the Library.
- Involvement in other promotional events for the school.
- To ensure all new requests are acknowledged appropriately within 24 hours of receipt.
- Support the marketing team in creation of promotional material for special events.
- Work effectively and harmoniously within a team, including providing support for the Prep School Library if required.
- To create and maintain good working relationships with Senior Leaders, Heads of Section and staff.
- Undertake regular staff appraisals and set SMART objectives, including identifying training needs to ensure staff competence and confidence in their ability to perform their allocated tasks.

Required Skills & Experience:

Previous experience of Library management is essential along with a relevant qualification. An interest in, and experience of digital resources within libraries is highly desirable.

The successful candidate's personal and professional skill-set will incorporate most of the following:

- Excellent interpersonal and presentation skills.
- Strong IT Skills with an interest in digital innovation to enhance library management and resources. Experience of management information systems.
- The ability to communicate confidently with pupils and colleagues.
- Excellent problem-solving skills and a solution-oriented mindset
- Excellent verbal and written English.
- Great attention to detail.
- Enthusiastic and diplomatic persona.
- The ability to work as part of a team as well as independently.
- An interest in Modern Record and Archive management
- Experience of working closely with Marketing departments to help collate information for key external documents
- Excellent time management and an ability to work under pressure and to deadlines.

Hours of Work

- The post is part time, term time only. The hours of work are 24.5 hours per week which is broken down as Monday, Tuesday, 8am -6pm and Wednesday 8am – 1.30pm, with 30 minutes for lunch on Monday & Tuesday.
- One hour handover on a Wednesday with the Assistant Librarian
- Salary competitive depending upon skills and experience.

Benefits

- Contributory Pension Scheme
- Fees Remission
- Free school lunches during term
- Use of sports facilities
- Free on-site parking

The job profile is a guideline and may be subject to change according to the needs of the School.

Reports to:

- Director of Operations

Application process:

Please apply online via the School's website as soon as possible (<https://www.wellington-school.org.uk/senior/information/job-vacancies/support-vacancies>), and by no later than Friday 14th May 2021 Interviews will be held during the week commencing Monday 24th May 2021. Please contact Emily Weiss, Director of Human Resources, if you have any queries about the role or the application process (hr@wellington-school.org.uk)



Post holders must be committed to safeguarding and promoting student welfare. They will be subject to an enhanced DBS and Child Protection checks. We are an equal opportunities employer.