

THE KING'S SCHOOL IN MACCLESFIELD



ASSISTANT LIBRARIAN

FURTHER DETAILS AND PERSON SPECIFICATION

THE LIBRARY

The Alan Cooper Library aims to provide students with the opportunity and means to develop into information literate independent learners by:

- Providing an organised collection of relevant, attractive, up-to-date resources that supports the academic work of the school and encourages pupils' leisure interests and enjoyment of reading;
- Ensuring that pupils can, through a comprehensive, structured programme of information skills instruction, make efficient use of any library and be able to apply those skills to any research project using any media or technology;
- Maintaining an atmosphere in the Library that welcomes all pupils, encourages study and gives them the confidence to question and learn.

The Assistant Librarian will report directly to the Foundation Librarian.

THE VACANCY

This permanent, full-time post is available from January 2022. Under the direction of the Foundation Librarian, the Assistant Librarian will share responsibility for staffing the Alan Cooper Library between the core hours of 8.00 am and 6.00 pm Monday to Friday, with a 30-minute unpaid lunch break, totalling 37.5 hours per week. The exact timings of each day may be flexible but will be in the order of 8.00 am-4.00pm or 10.00 am-6.00 pm on a rota basis. This role is principally term-time. However, an additional 15 days plus three INSET days are to be worked during the school holidays. The person appointed will work closely with staff and pupils to support their use of the library and will contribute to the creation of a suitable environment for learning.

If the successful applicant is interested in working all year round, there is the possibility of providing work (in a different administrative role) during the school holiday periods. The post holder will receive additional remuneration for this. If this is of interest, please state this on your application form.

MAIN DUTIES

The precise delineation of responsibilities will inevitably develop over time and will need to be flexible, but will include:

- To assist pupils and staff to make effective use of the Library by advising them on the selection and use of resources;
- To supervise correct use of the Library including supervising large numbers of pupils at break, lunchtime and after school. This will include managing discipline;
- To assist in the design and delivery of the Library Inductions, Information Skills Lessons and the Reading Lessons;
- To assist in the maintenance of a safe and stimulating library environment ensuring the Library maintains a professional and welcoming appearance, including updating displays and notice boards;
- To help organise events and activities to promote reading and encourage Library use;
- To undertake Library administration via Heritage (the automated library management system) to maintain pupil borrower records and other statistical records including the management of requests and reservations, notification of overdues, issues, renewals and returns;
- To assist in the day-to-day oversight of Library IT equipment including first level system support and liaising as necessary with the school's IT Support to ensure effective operation of systems;
- To maintain the Library's presence on the school Office 365 area;
- To assist with the maintenance of the Library stock to include processing new material;
- To organise and undertake filing and shelf tidying;
- To be aware of and act upon relevant school policies and in particular those associated with Child Protection/Safeguarding Children and Health and Safety issues;
- Other duties as may be assigned from time to time by the Principal or a member of the Senior Management Team.

This is not an exhaustive list and may vary as the school's requirements change.

PERSON SPECIFICATION

- Previous library experience essential.
- Qualifications in librarianship, information management or information science desirable.
- Good knowledge and an interest in current children's and young adult literature.
- Knowledge, understanding and competence in administrative ICT.
- Experience of communicating with a wide range of stakeholders.
- Effective and confident verbal and written communication skills.
- Used to working as part of a team but also able to work alone.
- Behaviour management skills.
- Previous experience of working with young people.
- Ability to prioritise, organise and time manage own workload.

SALARY AND CONDITIONS

The salary for this post will reflect the responsibilities involved and the experience of the appointed candidate. However, it is likely to be in the region of £18,356- £19,517

per annum. Candidates should take into account the generous holiday entitlement which is more than that in the state sector.

A contributory pension scheme including life assurance is available.

The school has a strong commitment to professional development and it is a condition of employment that all members of staff participate in any scheme of appraisal, review and professional development currently operating in the school.

Children of members of staff, subject to passing the entrance exam and the availability of places, may be educated at King's with a substantial discount from the Junior Department to the Senior Divisions. We are a non-smoking establishment and an equal opportunities employer. We value diversity among pupils and staff and encourage applications from all individuals regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

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. Candidates should note that all appointments are subject to a routine check with the Disclosure and Barring Service.

APPLICATIONS

If you wish to discuss the post, informally, please telephone Lisa Snook, the Foundation Librarian, on 01625 260000. Your completed application form should be sent to Human Resources (staffvacancies@kingsmac.co.uk) as soon as possible, so that we receive it no later than **9.00 am on Monday 29th November**. The school prefers the form to be completed electronically. It is available from the school's website: www.kingsmac.co.uk.

We hope to interview for this post **during week commencing Monday 6th December**. Further particulars of the school and the selection process will be sent to short-listed candidates.

Thank you for your application and for your interest in the King's School. We regret that we can only write to those candidates short-listed and are unable to provide tours of the school until the interview stage. If you have not heard from us within two weeks of the closing date, please assume that your application has been unsuccessful.

Human Resources
The King's School in Macclesfield
Alderley Road, Prestbury
Cheshire, SK10 4SP
Tel: 01625 260000
e-mail: staffvacancies@kingsmac.co.uk
www.kingsmac.co.uk