WESTHOLME

PREP | SENIORS | SIXTH FORM

School Librarian

Permanent | 40 hours per week | Term Time plus 2 weeks | £24,000 actual gross salary | Reports to Senior Deputy Head | Start: As Soon As Possible

Help pupils discover their next favourite book, build confidence in research and enjoy a welcoming place to learn. As our School Librarian, you will take responsibility for the day-to-day running of the library and help make reading and independent learning part of everyday school life.

This is a varied, hands-on role for someone who enjoys books, working with young people and connecting people with the right resources. You will work with teachers across the school to bring the library's books and digital resources into pupils' learning.

What you will make happen

- **Run a welcoming library.** Keep the library organised, inviting and accessible, with space for reading, research and independent study. Help pupils with differing learning or access needs use its resources confidently.
- **Bring reading to life.** Recommend books, create engaging displays and organise book clubs, competitions, author visits and reading activities that encourage pupils to explore new interests.
- **Develop confident researchers.** Guide pupils in finding, evaluating and using information from books, online databases and research platforms. Plan and deliver research and information-literacy sessions with teaching staff.
- **Look after the collection.** Catalogue and process materials; manage loans, returns, overdue reminders and user records; carry out stock checks; and identify outdated resources for withdrawal.
- **Connect resources with learning.** Work with academic departments on reading lists, subject resources and recommendations for stock. Provide library inductions and tours for pupils, colleagues, parents and visitors, including at Open Days.
- **Support digital access.** Help pupils and staff use library systems, digital resources and printing facilities. Refer specialist technical issues to the IT team and liaise with colleagues to help resolve access problems.

- **Support study beyond lessons.** Take part in the weekly rota to supervise the Learning Resource Centre until 6.00pm, maintaining a calm, safe environment and encouraging positive behaviour.

About you

You will be approachable, organised and enthusiastic about reading and learning. You will enjoy helping young people, sharing ideas and making the library a useful part of school life.

Essential qualities

- A genuine interest in books, reading and helping pupils become independent learners.
- Clear, friendly communication and the ability to build positive relationships with pupils, colleagues and visitors.
- Strong organisation, attention to detail and the ability to prioritise a varied workload.
- Confidence using everyday digital tools, supporting access to online resources and learning new systems.
- The ability to work independently and contribute to a wider school team.
- Reliability, integrity and a careful approach to confidentiality and data protection.
- Flexibility to participate in the rota until 6.00pm and support occasional evening events and activity outside contracted hours.

Desirable experience and qualifications

Experience in a library, school or similar learning-resource setting would be helpful. Familiarity with library-management systems, digital collections or online databases, and experience supporting research or information-literacy sessions, would also be an advantage.

A Library or Information Studies qualification is desirable, but not essential. We welcome applicants with relevant transferable experience who can demonstrate the qualities above.

How you will work

- Contribute to the ethos, aims and learning culture of Westholme School.
- Keep your knowledge of library practice and educational digital resources current, take responsibility for your professional development and share useful expertise with colleagues.
- Follow school policies and procedures, particularly safeguarding, child protection, equality, health and safety, confidentiality and data protection.
- Undertake other reasonable duties consistent with the character and purpose of the post, as directed by the Principal.

This profile outlines the main requirements and is not exhaustive.

Safeguarding and equality

Westholme School is committed to safeguarding and promoting the welfare of children, and all staff must share this commitment. Appointment is subject to appropriate pre-employment checks. Please refer to the school's Safer Recruitment and Safeguarding policies on its website.

We are committed to equality of opportunity. Every individual will be treated fairly and in accordance with the law, regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

Questions and applications

For an informal conversation or questions about the role, email hr@westholmeschool.com.