Bancroft's School

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www.bancrofts.org

Candidate brief for the position of
Library Assistant

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UNTO GOD ONLY BE HONOUR AND GLORY

Bancroft's School

THE ROLE

To assist the School Librarian in promoting and developing the school library in order to provide an efficient service to pupils and staff. This position reports to the Chief Librarian.

RESPONSIBILITIES/ACCOUNTABILITY

- Supporting the school librarian with the supervision of students using the library
- Managing the issuing and returning of the library's stock
- Shelving stock and keeping the library in good order
- Tidying shelves so resources can be located efficiently
- Withdrawing stock under the direction of the school librarian
- Provide support for cataloguing of new material to the library collection
  Processing new material so that it is ready for shelving
- Running the overdue system
- Help library users find material to meet their needs
- Keep the computers /printers/ photocopier functioning and stocked with toner, paper etc
- Encourage pupils and staff in using the library through supporting a range of library based activities
- Work towards and support the school vision and current school objectives as outlined in the school development plan
- Other duties reasonable to assist in the smooth operation of the library

Additional Work Elements:

- This job description is not an exhaustive list of all responsibilities or duties but reflects the major core of the role.
- The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared for such events.
- Bancroft's School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School expects all staff, contractors, Governors and volunteers to share this commitment.
- To demonstrate a commitment to improving and developing the organisation's processes and facilities.
- To carry out such duties that may be reasonably required by your line manager.

THE PERSON

Essential Criteria

- Good standard of general education
- Good communication skills
- Flexible, methodical approach to work
- Ability to engage with students and all members of the Bancroft community
- Good standard of IT skills
- Motivated to work with younger people
- Ability to work alone
- Reliability
- Confidence to supervise groups of young people
- Good knowledge and interest in literature
- Willing to acquire knowledge of contemporary children's literature

Desirable Criteria

- Demonstrable experience of using ICT skills to access and retrieve information
- Previous experience of working in a school or library environment and engaging with staff and pupils
- Previous experience of having worked with young people
- Safeguarding
- Previous experience of Library system - Oliver

THE DEPARTMENT

The Library

All members of the school community are members of the library. A light and airy area with a high hammer beamed roof it provides seating for approximately 60 pupils with a further 30 accommodated in the computer area on the mezzanine floor. The library is well used by both pupils and staff and provides an environment where staff and pupils can read more widely and think more deeply. Pupils are encouraged to maintain an atmosphere conducive to quiet study and recreational reading.

The Prep School library is placed at the heart of the school, is bright, colourful and also well used. It provides an essential resource for pupils and staff by supporting the curriculum and reading for pleasure.

Resources

In the senior school there are approximately 22,000 books supporting the curriculum, leisure reading and activities. There are also DVDs, audio CDs, online subscription websites, magazines and periodicals. The prep has approximately 8,000 titles. In addition there are Audio books and periodicals.

Staffing.

The Libraries are staffed by 2 librarians - the senior library is open Monday – Friday 8am – 6pm and is staffed all day. It is also open by arrangement 4 weeks of the school holidays usually, 1 week October half term, 1 week Christmas holiday, 1 week Easter holiday and Summer half term. The Prep Library is open from 8.30 am – 3.30 pm and is staffed at break and in the afternoons.

Hours

This is a full time post 35 hours per week, which includes 2 late evenings to 6.00pm, term-time plus 2 weeks during the school holidays.

BACKGROUND

The School

Bancroft's School was founded by the Drapers' Company in 1737 on the Mile End Road as a day-school for local boys from a diverse range of backgrounds; the School has come a long way geographically and institutionally since then but remains committed to pupils from a wide range of backgrounds and has a long tradition of excellence.

We are now a co-educational independent day school for around 1200 pupils from 7 to 18 and an unashamedly aspirational school, devoted to scholarship and intellectual inquiry. We aim to provide an atmosphere in which each child can flourish and we believe that children succeed when they take full advantage of the huge range of different opportunities we provide – whether immersed in academic research, being out on the sports fields, taking part in charitable activities, acting on the stage, playing music and attending some of our numerous clubs and societies, our pupils challenge themselves and learn by taking part wholeheartedly in school life.

We have the highest expectations for every child in the School and we support, encourage and nurture each individual; we want our pupils to enjoy life to the full, make enduring friendships and grow up in a friendly, safe but challenging environment.

At Bancroft's we continually strive to ensure that all our pupils leave here with the confidence, self-awareness and knowledge to thrive in the world beyond, as well as taking with them an awareness of others and an abiding curiosity about the world.

Bancroft's has a selective 5 or 6 form entry at 11+, with just under half the pupils coming from the Preparatory School. The school uses its own entrance exam and admits boys and girls in equal proportions. There is a further small entry at 16+, and most pupils stay into the Sixth Form. Public examination results are very strong and place Bancroft's among the top co-educational schools in the country.

In 2018, nearly 70% of all A level examinations taken by Bancroftians were graded at A* or A. With the new grade 9 representing the very top level of the A* band, we were pleased that overall 41.1% of GCSEs examined under the reformed system were awarded a 9. A very commendable 98.3% of all exams were graded 9-5 or A*-B, well in line with previous years' results.

Bancroft's is a forward-looking, modern school; a centre of excellence for the twenty-first century.

REMUNERATION

Bancroft's offers an attractive benefits package including a competitive salary, including private medical insurance, pension, and concessionary fees for children attending the school (dependent upon academic assessment).

HOW TO APPLY

An application form is available to download from the School website, http://www.bancrofts.org/about-us/employment-opportunities

Bancroft's School is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of children and applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.