



The HENRY BEAUFORT School

At The Henry Beaufort School, there are no limitations to success.

www.beaufort.hants.sch.uk

Priors Dean Rd
Harestock, Winchester
Hants
SO22 6JJ
Tel: 01962 880073
Fax: 01962 883667
admin@beaufort.hants.sch.uk
Headteacher: Miss S Hearle

Library Assistant

APPLY BY:

Noon, Monday 4th November

INTERVIEWS:

TBC

LOCATION:

Winchester, Hampshire

CONTRACT TYPE:

Permanent, Term-Time Only,

0.2 of FTE, Fridays ONLY 8.15am - 3.00pm

SALARY:

Grade C FTE £23,115

Actual Salary £3,389 - £3,482

START DATE:

Pending vetting and DBS

Do you want to be part of a school community on a journey from good to outstanding?

Do you want to make a difference to outcomes for all students?

We are seeking to appoint an enthusiastic Library Assistant to organise, maintain and contribute to the promotion of the Library, creating a vibrant, interesting, and inspiring learning space for students. This includes working in partnership with the Library Manager, who works Monday - Thursday.

The ideal candidate should have a flexible approach to work and an ability to engage with students at every stage of their learning. In this role you would be expected to work in partnership with the teaching and learning staff to support the delivery of timetabled Library Lessons and to support with the ongoing implementation of the School's literacy targets.

Qualified librarian status is not essential as full training will be given. However, a love of literature, an understanding of the importance of reading and extracting information to support independent learning and a desire to make a difference to students' appreciation of the value of reading, research, and the acquisition of knowledge, is essential.

Main Responsibilities Include:

- Carrying out daily routines to ensure the smooth running of the Library
- Increasing the use of resources
- Use of ICT systems effectively
- Support the Library Manager with the updating of resources
- To supervise students and manage behaviour whilst using the Library
- Support the Library Manager and Whole School Literacy Lead with the Library Improvement Plan

Hours: Fridays ONLY: 8.15am - 3.00pm (30 min lunch break), 6.45hrs, 39 weeks per year (term time only, including inset days).

For further information, please contact Sarah Fradley, Whole School Literacy Lead: Sarah.Fradley@staff.beaufort.hants.sch.uk

To apply please complete a support staff application form, available from our website www.beaufort.hants.sch.uk/workwithus and return to recruitment@staff.beaufort.hants.sch.uk.

The Henry Beaufort School is committed to safeguarding children.

All successful candidates will be subject to a Disclosure and Barring Service check along with other relevant pre-employment checks. Including an online search for all shortlisted candidates.