



# KINGS'

SCHOOL • WINCHESTER

## Library Supervisor

**Required from September 2024**

**Grade C1 £23,115 FTE (actual £14,735)**

**27.5 hours, 39 weeks - 5 days per week 11:00 -16:30**

*Applications closing date: 12pm Monday 15<sup>th</sup> July*

We are looking for an enthusiastic and approachable person to join our excellent school support team.

As Library Supervisor you will work alongside our Literacy Lead and wider Admin Team of general and specialised administrative staff. At Kings' we recognise and appreciate the invaluable contribution support staff provide, their work is essential to the daily operation and management of Kings'.

A day as Library Supervisor at Kings' will involve managing stock returns and issuing books; issuing overdue reminders; liaising with the Hampshire School Library Service (SLS), requesting specific books for topics as required by colleagues; visiting the SLS base to return old stock and select new stock; training pupil librarians; organising the Year 8s who participate in the Hampshire Book Award, calling meetings and leading discussions; working with the EAL co-ordinator and sourcing materials to support the EAL pupils; collating material for pupil and parent communications; organising and running the annual Scholastic Book Fair; maintaining displays and the overall look of the library.

The successful candidate will be expected to:

- Demonstrate personal dynamism, energy, and enthusiasm.
- Be organised and a strong communicator.
- Support the SLT and Office Manager with general admin duties.

## Why Kings'?

Kings' is an exciting and rewarding place to be, our pupils are keen to learn and succeed, and consistently show appreciation for their teachers' support and dedication. Our teaching and support staff are committed and hardworking, all believing firmly that we should help pupils be their best. Whether colleague or pupil, all members of the Kings' community live our values and collective morale is high.

Working at Kings' in Winchester, you will:

- Benefit from a supportive, encouraging culture of professional growth and autonomy.
- Be part of our friendly welcoming team – you join our Kings' family who live by our motto, Una Laborantes (Working together).
- Feel valued and recognised for your contributions, whilst being actively encouraged and supported in maintaining a healthy work-life balance.
- Park onsite, at the front of school in a secure accessible car park, equipped with EV charging spaces.
- Work in well-resourced departments, with access to a high-quality library for professional development.
- Feel the benefits of working in the beautiful Hampshire countryside, on a large campus surrounded by greenery and open spaces.
- Staff swimming – free staff swim slots at our indoor heated pool.
- Hampshire County Council benefits also include:





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- Local Government Pension Scheme – with guaranteed benefits
- Employee Assistance Program – 24/7/365 phone advice, and up to 6 free counselling sessions per year

To see what current staff say about working at Kings' and learn more about our dedication to wellbeing and staff voice, visit our [website](#).

For further information and to apply for this position, please visit our [website](#).

If you have any questions about the role, application process or life at Kings', please do get in touch to 01962 861 161 or [recruit@kings-winchester.hants.sch.uk](mailto:recruit@kings-winchester.hants.sch.uk)

*We review applications as they are submitted and reserve the right to close this advert and/or interview at any time, therefore, we would encourage you to apply as soon as possible if you are interested in this role.*





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### **Job Description – Library Supervisor**

#### **Job purpose, including main duties and responsibilities:**

- To supervise and organise students whilst using the library.
- To issue and discharge items accurately and promptly to ensure a high-quality service.
- To shelve and tidy library items accurately and efficiently to ensure students and staff can find items easily.
- To help and encourage students to use the library to increase the use of the resources.
- To deal face to face with information enquiries from students and staff or refer as appropriate to ensure customer satisfaction.
- To assist with the introduction of library sessions for students.
- To research resources for curriculum use.
- To prepare communications to pupils and parents.
- To collect and update current affairs information including newspaper articles about the school.
- Assist in stockwork, assessing condition to ensure attractive stock.
- Process and repair new and existing resources to maintain the quality and currency of the library resources.
- To select and catalogue new stock.
- Carry out daily routine procedures (e.g. preparing counters and inquiry desks for library opening) to ensure the smooth running of the library.
- To issue overdue notices.
- To use computer-based systems.





### Person Specification

<b>A Qualifications</b>	
Qualified to GCSE level C or above in Maths.	A/I
<b>B Knowledge and Experience</b>	
Clear understanding of the high expectation of working in an outstanding school	A/I
Good understanding of the role of a Library Supervisor and the important part played in assisting with the education of individuals.	A/I/R
Ability to build strong collaborative relationships with parents, pupils, staff and external stakeholders.	A/I
An understanding of the importance of good practice and reinforcement of good behaviours.	A/I/R
An understanding of the importance of offering excellent support to enhance the educational experience of pupils.	A/I/R
Commitment to safeguarding and promoting physical and emotional health and well-being of young people.	A/I
A proven track record of excellent outcomes in your previous work roles.	A/I
Evidence of an understanding of safeguarding within schools.	A/I
<b>C Personal Qualities</b>	
Demonstrate personal and professional integrity, including modelling the school's mission and values.	A/I/R
Able to build and maintain quality relationships through interpersonal and communication skills	A/I
Efficient and effective organisational skills.	A/I
Ability to build strong collaborative relationships with parents, pupils, staff and external stakeholders.	A/I
Be a consistent and positive role model and be a highly effective and respected ambassador for the school.	A/I
Demonstrate initiative in solving problems.	
<b>D Confidential Reference</b>	
Positive recommendation from all referees, including current employer	R

A = application

I = interview

R = reference

