



MERCHANT TAYLORS'
School

Job description	
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	
The School	Merchant Taylors' School is a large Independent Boys' School, situated in 280 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 370 boys, while the Senior School has some 960 pupils. The School employs over 110 teachers and 160 Support staff across Merchant Taylors' School.
Job title	Part Time Library Assistant (Thursdays and Fridays – Term-time only). This appointment is part of a job share arrangement.
Function	Support Staff
Reports to	Senior Librarian
Line management duties and responsibilities for	N/A
Summary of role	To assist the Senior Librarian and Assistant Librarian in the day-to-day running of the Senior School Library, providing a well-ordered, welcoming, safe space conducive to learning and wellbeing. This is a public-facing role covering the busier periods in the library day. To undertake any other duties as may be reasonably required and requested by your line manager to meet the School's priorities and demands.
Main duties and responsibilities	Stock Administration <ul style="list-style-type: none">• Assist with the processing of new library stock, including using electronic labelling machine, covering items, and data entry using the automated cataloguing on our library management system, Accessit.• Carry out shelving, tidying and stock checks as required.• Monitor condition of books for repair or replacement.• Dispose of removed stock in accordance with library policy and procedure.

	<ul style="list-style-type: none"> • Day-to-day management of library Microsoft Surface Pros / laptops • Monitor and order library supplies and pupil stationery. • Update monthly borrowing statistics using the automatic reporting system on Accessit. • Collate and place annual orders for department textbooks as directed by the Senior Librarian. <p>Enquiries Counter and Reader Services</p> <ul style="list-style-type: none"> • Undertake counter duties as required, including the issue, return and reservation of library items. • Handle stationery cash sales to pupils • Assist pupils and staff with general enquiries. • Assist and demonstrate to pupils the basic use of the library catalogue and other online resources available through the library. • Assist pupils with basic IT enquiries and the library printer/scanner. • Prepare library cards and create/update Accessit borrower records for new/existing pupils. • Prepare overdue emails and letters for pupils and parents using Accessit automated Overdues procedure. <p>Library bookings and events</p> <ul style="list-style-type: none"> • Prepare resources for research projects and reading lessons as directed by the Senior Librarian. • Record Library Bookings statistics. • Assist at library events including library activities and visiting speaker sessions when necessary. <p>Pupil Supervision and Policy Enforcement</p> <ul style="list-style-type: none"> • Assist in maintaining an appropriate working environment in the library. • Supervise pupils' use of IT equipment and mobile devices in the library and ensure that the school IT policy is enforced. • Ensure library and school rules are followed. • Ensure policies such as Health and Safety, Safeguarding and Data Protection are adhered to. <p>Training and Personal Development</p> <ul style="list-style-type: none"> • Participate in training courses as appropriate to carry out this role. • Participate in the Support Staff annual appraisal programme.
Safeguarding responsibilities	<p>It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head Master</p>

Person Specification

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

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> GCSEs (or equivalent) in English and Maths at grade 4 (equivalent to a C) or above is desired. 	<ul style="list-style-type: none"> Librarianship qualification Degree (any subject) 	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> Experience of working with the public or front of house 	<ul style="list-style-type: none"> Experience of working in a library Experience of working in a school or other educational setting 	Contents of the Application form Interview Professional references
Skills	<ul style="list-style-type: none"> Excellent interpersonal skills and the ability to relate to and interact with pupils and staff effectively Ability to prioritise tasks in a busy working environment Meticulous filing, record keeping and attention to detail Confident in use of IT systems for emails and file organisation 	<ul style="list-style-type: none"> Use of a library management system or electronic database Experience of covering books and using a labelling machine Use of Microsoft 365/Office in particular Outlook, OneDrive and Excel. 	Contents of the Application form Interview Professional references
Knowledge		<ul style="list-style-type: none"> Knowledge of literature for children, young people and/or adults 	Contents of the Application form Interview

		<ul style="list-style-type: none"> • Knowledge of library classification and organisation 	Professional references
Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none"> • Motivation to work with children and young people • A positive, enthusiastic attitude towards reading and books • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Meticulous approach to work and ability to follow procedures • Ability to work independently and as part of a small team • Willingness to undertake necessary and relevant training • Emotional resilience in working with challenging behaviours • Positive attitude to use of authority and maintaining discipline • Ability to support the ethos of the school and a respect for equality, diversity and inclusion 		Contents of the application form Interview Professional references

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

General Conditions

Start date	22 nd April 2025
Hours	9 hours per week (Thursday and Friday). 10.15am – 2.45pm including a 15-minute paid break Term-time only
Salary	Starting from £4,893 per annum (dependent on qualifications, skills and relevant experience)
Holiday	Statutory holiday entitlement paid within salary and taken during School holidays.
Other benefits	15% employer contribution to a defined contribution pension scheme (Contributory) Life cover 4 x annual salary and income protection Access to a cash flexible benefit in lieu of pension contribution Access to a number of lifestyle benefits including Cycle to Work, ULEV cars, and retail discount vouchers via our benefit provider Staff fee remission on school fees (subject to admissions criteria) (all of the above subject to eligibility criteria) Use of School leisure facilities, including pool, gym and lake. Lunch provided free of charge when the School Catering Department is open Free parking on site, with access to electric vehicle charging (payable via app)
Closing date for applications	Wednesday 5 th March 2025, 9am Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.
Interviews to be held	Wednesday 12 th March 2025

Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Further information on how the School uses personal data is set out in the School's Staff Transparency Notice, which can be found in the Vacancy page of the School Website.