



**KING EDWARD VI
HIGH SCHOOL FOR GIRLS**

School Librarian

We are seeking an enthusiastic, organised, and reader-focused Librarian to manage, promote, and develop our school library and to foster a lifelong love of reading among pupils. This is a key role within the academic life of the school and offers the opportunity to work closely with teaching staff, in a busy and vibrant school environment.

The Librarian will be responsible for the day-to-day running of the library and for ensuring that it is a welcoming, safe, and inspiring space that supports both learning and reading for pleasure.

The Librarian will be expected to contribute to the wider life of the school, including attending staff meetings, training days, open events, and school activities, and to uphold and promote the ethos and values of KEHS at all times.

Salary:	Actual salary of £30,201 (FTE: £35,713)
Hours:	Term time (including INSET days) 37 hours per week. 8:15am to 16:15pm (With a 30-minute unpaid lunch break) Monday to Thursday and 8:15am to 17.00pm (with a 30-minute unpaid lunch break) on Fridays.
Type of position:	Term time only plus 5 days (to be worked in the school holidays)
Other benefits:	Enrolment into a Defined Contribution pension scheme Up to 60% off School fees at King Edward's School and King Edward VI High School for Girls (subject to admissions criteria) Free on-site parking Free lunches in term-time Use of the onsite gym and swimming pool
Reporting to:	Senior Deputy Head (Pastoral)
Start date:	1 st September 2026

Role and Responsibilities

The responsibilities are not exhaustive. Duties will likely include the following that are commensurate and expected of the postholder.

- To promote the library and its resources to staff and students
- To support reader development activities and initiatives
- To create a welcoming, supportive environment that is conducive to effective independent study



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- To support the development of library and information skills
- Maintaining library resources (including digital platforms) and buying new stock as required
- Ensuring that students and staff have access to books and information to support their learning
- Dealing with student enquiries and providing information and referral as needed
- Administering the library budget
- Ordering and preparing text books for use throughout the school as requested by Heads of Department within an agreed annual budget and notifying them at regular intervals of their budget position
- Administering the Library Management System (Oliver) and all associated tasks including:
 - Issuing and discharging stock
 - Dealing with reservations
 - Managing overdue/lost book processes
- Ordering, classifying, cataloguing and preparing library books, digital resources, periodicals etc.
- Developing and teaching library and information skills courses for girls including:
 - Teaching a 3-week library lesson programme for all girls starting at the school in the Thirds
 - Planning and delivering a session on referencing to each of the Lower and Upper Sixth year groups
 - Providing a library refresher presentation to Lower Sixth students
- Managing and developing library ICT and electronic resources provision including laptops and photocopying/printing facilities
- Library stock selection through liaison with Heads of Department, Heads of Year and students
- Undertaking reader development activities including:
 - Planning and delivering annual world book day events
 - Organizing the annual scholastic book fair
 - Planning and delivering the annual community read project in liaison with the Assistant Head Pastoral



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- Organising the Lower Fifth – Upper Sixth reading group in liaison with the Head of English
- Planning and organising author visits
- Managing and training the pupil librarians
- Ordering book tokens for school prizes

The librarian will also be expected to attend all main school events including Open Days, Entrance Examinations, staff meetings and INSET days.

As a term of your employment, you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, as requested by your line manager. The role requires some element of manual handling and may, on rare occasion, involve the post holder having to work overtime. This will be agreed in advance with your line manager.

Person Specification

The ideal candidate would be expected to show evidence of many of the following skills and qualities. The following table demonstrates qualities that would be considered essential or desirable and how these will be tested during the recruitment process.

Experience and Knowledge: tested at interview and in covering letter, application form and skills tests

	Essential	Desirable
Educated to A-level or equivalent	Yes	
Educated to degree level or equivalent		Yes
Evidence of continuing professional development	Yes	
Library and Information Studies degree		Yes
Chartered Librarian (MCLIP)		Yes
Experience of working with in a Library setting	Yes	
Experience of working with children and young people	Yes	
Experience of working in a school library		Yes
Experience of budget management		Yes



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Experience of delivering teaching/training		Yes
Knowledge of how to use a library management system to fulfil the requirements of the post	Yes	
Knowledge of the library management system 'Oliver'		Yes
Knowledge of cataloguing and classification		Yes

Skills and abilities: tested in skills tests, covering letter and at interview

	Essential	Desirable
Able to work flexibly and the necessary hours to meet the requirements of the post	Yes	
The ability to effectively, confidently and appropriately communicate with a variety of internal and external stakeholders, with excellent telephone, verbal and written communication skills.	Yes	
Excellent interpersonal skills, with the ability to develop and maintain effective working relationships with a wide range of people	Yes	
The ability to influence and lead others		Yes
Excellent customer service skills, with a 'people and service' ethic	Yes	
Excellent attention to detail, with a meticulous and methodical approach	Yes	
The ability to analyse and reflect on and improve processes	Yes	
The ability to keep calm under pressure, pre-empting difficulties, supporting team to use their own initiative to solve problems	Yes	
The ability to effectively use IT systems such as email and Microsoft Office and quickly learn new systems, to make efficiencies and produce professional communications and work	Yes	
The ability to respect and maintain confidentiality	Yes	
The ability to carry out any physical tasks listed in the job description	Yes	



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Attitudes: tested at interview

	Essential	Desirable
A flexible attitude to work, recognising the importance of teamwork and a commitment to attending any training or CPD required	Yes	
A professional attitude to work, being punctual, smart in appearance and carrying out the role with enthusiasm	Yes	
A whole school community attitude to work, acknowledging the role of all employees in safeguarding children, providing equal opportunities for all, and aligning with the aims, ethos and values of the School.	Yes	
An understanding of the wider strategic aims of the School and the impact upon the role and the wider support staff team		Yes

How to apply

To apply for this role, please forward a completed application form and equal opportunities form (both available for download [here](#)) and a covering letter addressed to the Senior Deputy Head- Pastoral (Mrs Sarah Shore-Nye) by email to: recruitment@keschools.org.uk

The deadline for applications is 8am on Monday 8th June, however, applications will be reviewed on receipt and so early applications are encouraged. We reserve the right to bring forward the closing date and interview date if sufficient applications have been received.

Interviews will provisionally take place on Friday 12th June.



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King Edward's School and King Edward VI High School for Girls are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available, we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by Keeping Children Safe in Education. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the website www.kehs.org.uk.