



FIDES et OPERA

BROMLEY
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST



Part Time Librarian

October 2025

RECRUITMENT BRIEF

Bright Minds, Bright Futures

The Role

We are seeking to appoint a Part-Time Librarian to work 2 days per week, term time only, plus 3 closure days to be worked during the school holidays. The hours of work would be 08.30 to 17.30 on Thursday and Fridays.

The successful candidate will work collaboratively across both the Junior and Senior School, managing and developing the library provision to support students of all ages. The role involves working closely with the Junior School Leads to promote literacy and the love of reading.

The Crompton Library is a large, airy space on the first floor, looking out over the school's beautiful grounds. Well-stocked with some 15,000 books, both fiction and non-fiction, magazines and online databases, it provides a quiet space for study, research and reading. Classes often use the 25 computers for research, sixth formers are welcome to work here during free periods, and KS3 English groups have a fortnightly lesson to read and to take part in the various reading challenges. Break, lunchtime and after school periods are available for students to catch up with homework, choose books or do some revision. Talks from visiting authors and academics are regularly held here, as well as occasional conferences and other activities, making the Library a busy and vibrant place at the heart of school life.

The Junior School has its own Library. Classes have a weekly session and it is open twice a week at lunchtime for the older girls. Teachers frequently borrow book collections for topic work and there is a large collection of fiction, from picture books to secondary transition reading.



Job purpose: Responsible, in collaboration with the Senior librarian, for the development and promotion of the Junior and Senior School Libraries in order to support teaching and learning throughout the school, facilitate independent learning, and encourage reading for pleasure.

Accountable to: Head of English

Accountabilities:

- a. Manage and organise resources to support for curricular and extra-curricular activities, study support, independent and recreational use.
- b. Take a personal interest in new publications and in the reading of our students, encouraging them to develop their individual intellectual interests by exploring ever more challenging reading material.
- c. Collaborate with teaching staff in equipping students to make effective use of the learning resources available in both the Junior and Senior Libraries.
- d. Maintain a welcoming, attractive and scholarly environment in the Senior School Library which promotes reading and study during the school day and after school and contribute to the development of the new Junior School Library.
- e. Encourage the active participation of students and teachers in accessing the library and encourage reading for pleasure through imaginative presentation of resources and regular activities such as book week, author visits, book groups and participation in national book awards and literary competitions.
- f. Organise author visits in collaboration with English Leads.
- g. Develop and train pupil Librarians.
- h. Provide guidance, where appropriate, in the use of ICT applications and other library resource services.
- i. Index, catalogue and classify learning resources and develop and maintain accurate and reliable catalogue and lending systems.
- j. Ensure that the law of copyright is observed and that appropriate licences are in place.
- k. Develop and maintain links with GDST colleagues, authors and external agencies to provide students with inspirational opportunities for reading and research.
- l. Make use of social media to promote the love of study and reading at the heart of the school.
- m. Mentor EPQ Students
- n. Develop Outreach reading projects.
- o. Support with key events e.g. book week.
- p. Contribute to interventions to improve the reading ability of our pupils; accelerated reader programme and reading lessons.

Review and amendment: This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Qualifications/Attainment

Librarian qualification. (D)

Education to Degree Level or equivalent. (E)

Experience

Experience working in a library or resource centre. (E)

Experience in a school library. (D)

Skills required

Excellent written and spoken English. (E)

Proficient ICT skills. (E)

Proven high level of organisational skills. (E)

Ability to communicate effectively with all members of the school community. (E)

Knowledge Base

Knowledge and love of literature (including children's literature). (E)

A professional qualification in Librarianship. (E)

Awareness of current developments in library management. (E)

Attitude/Approach

Self-motivated and collaborative. (E)

Proactive and imaginative in approach to provision and promotion of library resources. (E)

Ability to liaise confidently with teaching staff and other professionals. (E)

Ability to work with young people. (E)

Calm, authoritative presence. (D)

E = Essential D = Desirable

You Will Be

Positive & Enthusiastic

Professional & Motivated

Flexible & Approachable

You Will Have

A high degree of personal drive and energy

An innovative approach



All Members Of Staff Are Expected To

Support the school vision and the current school objectives outlined in the School Development Plan

Contribute to the school's plan of extra-curricular activities

Support and contribute to the school's responsibility for safeguarding students

Respect the health and safety policy, ensuring a safe working environment for staff, students and visitors

Work within the GDST's Diversity Policy, promoting equality of opportunity for all students and staff

Maintain high professional standards of attendance, punctuality, appearance, conduct positive, courteous relations with students, parents and colleagues

Engage actively in the performance review process

Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars

Undertake other reasonable duties related to the job purpose required from time to time



Salary & Benefits

The GDST offers a competitive salary scale and generous benefits. The starting salary for this post will be GDST Grade 3 (FTE) in accordance with the successful candidate's experience and qualifications. This will be pro rata for term time only working.

- Access to extensive professional development opportunities
- Training grants for qualifications
- Generous pension schemes
- Free life assurance benefit
- Free school lunches
- A discount of up to 50% on fees for children at GDST schools
- Interest free loans for training, computer purchase loans and travel season ticket
- A Cycle to Work scheme
- Competitive terms and conditions of employment
- Access to school multi-gym, swimming pool, yoga classes

How To Apply

Applications must be received by 8.00am on **Monday 13th October 2025**.

Interviews will take place on **Wednesday 15th and Friday 17th October 2025**.

Please note that early applications are encouraged and the position may be closed sooner in the event of sufficient suitable applications being received.

Please apply sending a covering letter and completed application form to hr@bro.gdst.net.

CVs are welcomed but they must accompany a fully completed application form.

We are an equal opportunities employer and welcome applications from all qualified individuals. To be eligible for employment candidates must provide proof of their right to work in the UK.

Bromley High School and the GDST are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Any candidate wishing to seek additional information should contact:

Elizabeth Healey, Senior Librarian - e.healey@bro.gdst.net

www.bromleyhigh.gdst.net