



# LAMBROOK

## PART-TIME LIBRARIAN

### Information for Candidates



Required for January or April 2026.

The closing date for applications is Friday 5 December 2025.

Interviews will take place on Wednesday 10 December.





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## CANDIDATE SEARCH

Lambrook seeks an enthusiastic and dynamic Librarian to manage our Prep School Library on a part-time basis. We are a School that values reading very highly, and the successful applicant will be committed to further developing the reading culture of the School as well as contributing to the wider life of the School.

This post is a Monday to Friday role (8.30am - 3.00pm).

Key Responsibilities:

### Library Management

- Confident use of the online Library management system.
- Running the Library to ensure books are shelved and organised appropriately.
- Ordering new books for the Prep and Lower School Libraries.
- Following up on late and missing books.
- Working with the Finance team on Library matters and managing the Library budget.
- Leading the pupil Library Ambassadors.
- Oversight of the Lower School Library.
- Liaison with those overseeing the Pre Prep Library.

### Developing Lambrook's Reading Culture

- Working closely with the Heads of Department to ensure the Library remains current and relevant to all subjects.
- Being up-to-date on new authors relevant to Prep School age pupils.
- Designing and leading book related initiatives in the Library for pupils.
- Organising authors for relevant School events and planning their visits to the School.
- Presenting to the pupils in assemblies on new books and Library initiatives.







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## Links to the English Department

- Creating reading incentives (competitions etc.) for pupils in Years 3-8.
- Sending out reading challenges over half-term and end of term holidays.
- Designing competitions linked to texts studied in English lessons across Years 3-8.
- Overseeing the online reading assessment system used by the School.

## Co-curricular and wider School contribution

- Selecting and preparing books to be given as prizes at Speech Day in the Summer Term.
- Contributing to the whole school Enrichment program.
- Supervising pupils outside of lesson time as instructed and agreed in the Duties rota.

## Person Specification

- Experience of working in a Library in an educational setting—independent or mainstream sector.
- ICT skills should be of a good level.
- Administrative and organisational skills.

## Safeguarding

The safeguarding of children is of paramount importance, so all teachers are expected to know, understand and follow the School's Safeguarding Policy, the Code of Conduct and other policies relevant for staff.

- Be proactive and show a personal commitment to the safeguarding and wellbeing of students and colleagues in School and online.
- Report safeguarding concerns or incidents in accordance with the school's policy.
- Attend regular safeguarding training at School.

## Salary and Benefits

The school has its own generous salary scale and flexible Pension Scheme. A generous package commensurate with skills and experience will be awarded to the successful candidate. The school offers free lunches during term time, bike to work scheme, life assurance scheme and other benefits.





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## THE APPLICATION AND EMPLOYMENT PROCESS

- Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters should be addressed to the Headmaster and sent via [HR@lambrookschool.co.uk](mailto:HR@lambrookschool.co.uk)
- Applications will only be accepted from candidates completing the School's Application Form in full.

### **Any offer to a successful candidate will be conditional upon:**

- Verification of identity, qualifications and confirmation of right to work in the UK.
- A minimum of two references.
- **A new satisfactory Enhanced Disclosure clearance (DBS) including the Children's Barred List must be in place before employment can commence.**
- Verification of medical fitness.
- Where a candidate has worked or been in residence overseas in the previous five years, such checks and/or Visa documents are required in accordance with statutory guidance.

All appointments to the School are subject to satisfactory completion of a probationary period.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.

