



Hillcrest School & Sixth Form Centre

Job Application Pack

Admin Assistant - Librarian

(Job share post)

*Pupils at Hillcrest School and Sixth Form Centre are hard-working, polite and welcoming.
They enjoy coming to school and achieve well.'*

(Ofsted, September 2022).





Hillcrest School & Sixth Form Centre

Advert - Admin Assistant - Librarian

Job share - 2 days per week (Thursday and Friday 8am to 4pm)
14.60 hours per week, Term Time Only, Grade 2
(Part-time salary approx. £8,710 rising to £9,422)

We are seeking an organised and proactive individual to join our admin team as an Admin Assistant/ Librarian on a job share basis, working 2 days per week. This is a fantastic opportunity for someone with a passion for supporting literacy and creating a welcoming environment in our school library.

Key responsibilities are:

- Assist in the day to day running of the library ensuring it is well-organised, tidy and accessible to all users
- Responsible for providing admin support for Free School Meals, Transition of Year 6 students into Year 7 and the school detention system.
- Provide general admin support including data entry, filing, photocopying
- Assist with book loans, returns and stock management
- Liaise with staff and students

Essential skills are:

- Previous experience in an administrative or library setting
- Be a highly organised, efficient and motivated person who has excellent communication skills.
- Confident in using IT systems
- have a professional and friendly approach.
- A team player with a flexible, can-do attitude



Closing date for applications: Monday 17th November 2025 at 1pm

Interviews to be held on: Wednesday 26th November 2025

Visits to the school are welcome: Please contact the school on 0121 464 3172 to arrange a visit.

Hillcrest School is committed to safeguarding all children and as such any appointment will be subject to receiving an enhanced DBS check and satisfactory references.

We are committed to creating a diverse workforce, we treat all applicants in a fair and equal manner to ensure that unlawful discrimination does not occur.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.





Hillcrest School & Sixth Form Centre

Job Description

Hillcrest School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job title:	Administration Assistant - Librarian (Job Share Post)
Department / Location:	Support Staff
Accountable to:	Data Manager
Salary Grade / Range:	2
Job Purpose	
To be responsible for ensuring the Library is easily accessible to students and staff to support teaching and learning within the school.	
To be responsible for providing the administrative support for Free School Meals, the transition period of new Year 7 students and the school detention system in addition to general admin support.	
Work Performed	
<u>Librarian</u> • To ensure the Library is accessible to students and staff during designated opening hours, including during the school lunch break and after school. • To assist students and staff with research requests. • To keep an accurate record of all books loaned by students and to chase any which have not been returned. • To assist in the management of the Library budget, maintaining an up to date stock of books/ resources. • To repair and number books and organise resources in an accessible way. • To organise the Library for meetings and other school functions. • To regularly update the displays in the Library.	
<u>Administration</u> • To promote and collate data for Free School Meals, including obtaining the necessary evidence from parents following the school procedure. • To be the first point of contact for all queries regarding Free School Meals. • To oversee the administration of in year admissions to include contacting applicants, managing the waiting list and sending correspondence. • To assist the Deputy Headteacher in the transition process for new Year 7 students including arranging interviews and sending out all relevant paperwork. • To be responsible for administering the school detention system to include allocating detentions and notifying parent/carers and staff of students who are in detention. • To support parents in accessing the parents' evening site and assisting with appointment queries. • To oversee the testing process for new students prior to their enrolment.	

Whole School Administration

- Provide general office administration cover and support the day to day running of the school as a team.
- General word processing, photocopying, filing etc.
- To provide cover for main reception and student reception on a rota basis.
- To provide exam invigilation during exam time on a rota basis.
- To regularly assist the resources department.
- To provide the Learner Support department with administrative support.

Other

- To be responsible for weekly submission of own timesheet.
- To attend and participate in meetings, parents evening and school events as required.
- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
- To comply with and actively promote all school policies.
- To deal with all telephone and personal enquiries (internally and externally) efficiently and effectively, in a way that promotes a positive image of the school.
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.

Responsibilities

Safeguarding

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping children safe in education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above procedure and information can be obtained from the jobholder's line manager.

Staffing

- No direct reports or staffing responsibility.

Financial

- Responsibility to report to the Headteacher or Chair of Governors any financial risks identified e.g. cash not secured, potential theft or impropriety.'



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PERSON SPECIFICATION

Job title:	Administrative Assistant - Librarian (Job Share Post)
Department / Location:	Support Staff
Accountable to:	Data Manager
Salary Grade / Range:	Grade 2
Experience	• Experience of working in an administration environment/office • Experience of working with children • Experience of working in a Library (not essential as training given) • Experience of using Microsoft programmes including Word, Excel, Email • Experience of using database applications, including quick and accurate inputting and producing data and reports
Skills and Abilities	• Able to communicate well orally and in writing with pupils, parents and staff • Excellent record keeping skills • Able to work under pressure • Good organisational skills and has the ability to organise work schedule • Flexible and able to respond calmly to a range of requests • Able to work as part of a team, developing and maintaining effective working relationships with staff at all levels • Ability to work on own initiative with minimum supervision
Education and Qualifications	• A*-C in GCSE English or equivalent • Business Admin qualification or equivalent
Knowledge	• Ability to demonstrate an understanding of policies and procedures in relation to Child Protection / Safeguarding, Health and Safety, Equal Opportunities, Data Protection and Confidentiality within the school environment • Willing to undertake job related training
Other Requirements	• Must be able to work flexibly and within contracted hours • Attendance at meetings, INSET, parents' evenings and school events as required.

How to apply

If you would like to apply for this position you will need to complete an application form. Our application form is available online from our website <https://www.hillcrest.bham.sch.uk/job-vacancies>. If you have any queries, please contact the school on 0121 464 3172.

Completing your application form

- Please read all the information provided before completing your application form.
- Please complete your form electronically (this is our preference) or, if handwritten, please use black ink: it is going to be photocopied and so needs to be legible.
- Birmingham City Council application forms and CV's are not accepted: we need information about all applicants to be presented in a consistent format so please use the application form on the school website.
- Please complete all sections: do not leave any blanks; put N/A if not applicable and give as much information as you can.
- Please continue on a separate sheet if you require more space to complete any section.
- Please include a cover letter addressed to the Headteacher outlining why you think you are suitable for the role (should not exceed 2 sides of A4)

Guidance for the completion of the section 'other relevant information in support of your application'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities.

For Leadership posts you should evidence: -

- How your leadership and management will have a positive impact on student progress.
- How your leadership skills will inspire and develop the department, to ensure that it becomes an outstanding one.

For all posts you should evidence:-

- Where you have had a positive impact on student performance, including for disadvantaged students.
- How you keep up to date with the latest pedagogical knowledge.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative/friend.

Shortlisted applicants for posts are advised that references will be taken up **prior to interview**. Please note, unless you ask us not to we will assume it is acceptable to contact your references at any time.

Online Search

As part of the updated KCSIE guidance, the school reserves the right to conduct online searches as part of their due diligence on the shortlisted candidates to identify any publicly available information about the candidate that may be relevant to their suitability to work with children.

Submission of applications

Completed application forms should be returned with a cover letter addressed to the Headteacher by the closing date. Electronic application forms should be sent to: recruitment@hillcrest.bham.sch.uk.

Postal application forms should be sent: Private & Confidential, F.A.O Headteacher Mr S B Abbotts, Hillcrest School and Sixth Form Centre, Stonehouse Lane, Bartley Green, B32 3AE.

Shortlisted candidates

Shortlisted candidates will be contacted by email and telephone to inform them of the next stages of the recruitment process and arrangements for interviews. If you have not heard from the school 7 days after the closing date you have not been shortlisted on this occasion.

Following the interview

All candidates will be asked to complete a short recruitment survey before the end of the interview process. Once all candidates have been interviewed the successful candidate will be contacted by telephone as soon as possible after the interview (usually within 2 working days). Candidates who have not been successful will be contacted by email (usually within 2 working days) with details of how to contact the school if they would like feedback.