

## **Apprentice Assistant Librarian**

### **30 hours per week, term time only**

Monday to Friday; 8:30am – 3:15pm (45 minute lunch break)

**Start Date:** September 2021

**Duration:** 2 years (end July 2023, with potential permanent post upon completion)

**Salary:** £5.71 per hour / £7,419 per year

(Likely to increase in second year of apprenticeship)

The Cherwell School is a successful comprehensive school in Oxford, rated 'Outstanding' by Ofsted. We are looking to recruit an enthusiastic and well-organised Library Assistant to assist in the management, development and promotion of the Learning, Resource and Information Centre (LRIC) within the school. This is an exciting opportunity for an individual who is interested in a career within Library Management, as the successful candidate will complete a Level 3 'Library, Information and Archive Services' qualification as part of their apprenticeship.

**To apply and for further information visit the website:**

<https://www.tes.com/jobs/employer/the-cherwell-school-1030426>

If you would like to have an informal discussion about this position please call Mary Maguire, HR Assistant, on 01865 558719.

**The closing date for applications is Wednesday 23<sup>rd</sup> June 2021 at 9.00am**

**Interviews will take place on Wednesday 30<sup>th</sup> June 2021**

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The Cherwell School is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

**NOTE 1:** Some cautions, reprimands, warnings and convictions are protected under the DBS filtering process and you do not have to disclose them.

The amendments to the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [2013 and 2020] provides that when applying for certain jobs and activities certain convictions and cautions are considered "protected." This means that they do not need to be disclosed to an employer and, if they are disclosed, an employer cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found here <https://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

**NOTE 2:** if you are under 18 it is no longer a legal requirement for you to disclose any cautions you hold.