

## Job Advert

### **Job Title: Library Assistant**

**Location:** Holy Trinity Church of England School, Crawley, UK

**Position Type:** Term time only (TTO) + INSET days. 37 hours per week over 5 days.

**Salary:** West Sussex Grade 3 Point 3 + Crawley Allowance. Approx. Actual Salary: £21,740

**Contract Type:** Permanent

**Start Date: SEPTEMBER 2026**

- Are you passionate about supporting young people to reach their full potential
- Do you want to work in a vibrant, multi-faith school community founded on dignity, community, wisdom, and hope?
- Are you a relational individual who excels at building trust and challenging students to flourish?

If so, then we want to hear from you!

### **About Holy Trinity Church of England Secondary School:**

Holy Trinity Church of England School is a vibrant and inclusive community located in Crawley, a culturally rich and diverse town. Crawley has fantastic transport links sitting halfway between Croydon and Brighton on the M23 corridor. There is also a fast train service between London Victoria, East Croydon, Haywards Heath and Brighton, in addition to other lines that serve the South. The school operates a minibuss service for staff at the start and end of the day serving the three stations in Crawley (Ifield, Crawley and Three Bridges). The school is also the most well connected by bus of the six secondary schools in this area.

Rooted in Christian values, our ethos is underpinned by four key elements: dignity, community, wisdom, and hope. We are dedicated to inspiring every student and providing an environment where they can truly excel, both academically and personally.

We are committed to creating a diverse and inclusive environment and warmly encourage applications from individuals of all backgrounds, cultures and experiences. We believe that a variety of perspectives enriches our community and enhances our ability to serve and support everyone in our school community. We welcome people from all ethnicities, faiths, abilities, genders and sexual orientations, and are dedicated to providing equal opportunities for all. If you're passionate, driven and share our belief in the key values of dignity, community, wisdom and hope which underpin our school then we invite you to apply and bring your unique voice and talents to our team.

For further details on our school see our vacancies page, where you can view a video or PowerPoint from our Executive Head Teacher, Reverend Millwood.

### **The Role:**

We are seeking a dedicated and enthusiastic School Librarian Assistant to join our team. This unique role combines the responsibilities of a school librarian assistant which includes supporting strategies to raise the profile of reading across the school and foster a love of reading with our students. You will play a central role in supporting the library and librarian as a welcoming and resource-rich environment.

### **Key Responsibilities:**

1. Student Support and Engagement:
  - Provide a friendly and approachable point of contact for students and staff using the library.
  - Assist students in locating resources, both physical and digital, and guide them in their research.
  - Promote reading for pleasure and assist students in choosing appropriate books based on their interest and reading levels.
  - Support the School Librarian in delivering inductions and literacy sessions with students.
  - Supervise students in the library, ensuring a productive and respectful learning environment.
  - Assist in the running of library clubs, reading groups and other literacy focused activities.

## 2. Library Operations and Administration:

- Assist with the daily circulation of library materials (issuing, returning and renewing books and resources)
- Shelve books and other resources accurately and efficiently maintaining an organised and tidy library space.
- Process new resources including cataloguing (under guidance), covering, stamping and barcoding. Full training will be provided.
- Assist with the repair and maintenance of damaged library materials.
- Support the Librarian in stocktaking and weeding of resources.
- Maintain library displays and promotional materials to keep the library visually appealing and highlight new acquisitions or themes.

## 3. Curriculum support:

- Work in collaboration with the School Librarian to ensure library resources align with the school curriculum and departmental needs.
- Assist in preparing resource lists and book box requests for different subjects.
- Keep up to date with new publications, educational trends, and digital resources relevant to the school curriculum.

## 4. General Duties:

- Maintain a safe and secure library environment, adhering to school policies and procedures.
- Undertake relevant training and professional development to enhance library skills and knowledge.
- Carry out any other reasonable duties as directed by the School Librarian, English Department or Senior Leadership Team.

## **Essential Qualifications and Experience**

- Previous experience working in a library or in a similar role within an educational setting.
- Demonstrated passion for promoting literacy and encouraging reading for pleasure among young people.
- Excellent organisational and communication skills.
- Ability to work collaboratively with teaching staff to enhance literacy across the curriculum.

- A commitment to upholding the school's Christian ethos and values.

## Why Join Us?

- **A Supportive Culture:** Work in an environment that values professional growth and collaborative teamwork.
- **Impact:** Play a pivotal role in shaping the future pathways of our students, from university to apprenticeships.
- **Values-Driven:** Be part of a team dedicated to dignity, belonging, and high expectations for every student.

## How to Apply:

To apply, please complete the application form available on the website. This must be emailed to [hr@holytrinitycrawley.org.uk](mailto:hr@holytrinitycrawley.org.uk) by **9am on Friday 19<sup>th</sup> June 2026. Interview: TBC**

For further information about the role, please contact HR on the email provided above.

**The closing and interview dates are a guide only. We intend to review applications as they are received and call those shortlisted for immediate interview. An early application is advised, as once we have appointed, we will close the recruitment process.**

### Safeguarding Statement

This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.