



Edmonton County School

Educating our Community for Success

Librarian

Scale 5

Permanent / Full Time

Required: as soon as possible



Cambridge Campus
Great Cambridge Road,
Enfield EN1 1HQ

Bury Campus
Little Bury Street,
Edmonton,
London, N9 9JZ

Tel: 020 8360 3158 Email: ECSRecruitment@edact.org.uk

Head of School: Paul Miller

About EdAct



EdAct

www.edact.org.uk

EdAct comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, Salmons Brook School and, the Konrad Halls Centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

Excellence in all we do

Developing a shared understanding of teaching and learning by sharing strengths and best practice

Ambitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

Creative in our approach to achieving the best for the children

Trusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you.

Dr Susan Tranter

Chief Executive

About ECS



Edmonton County School

www.edact.org.uk

[Ofsted Report](#)

Edmonton County School (ECS) is a 4-18 mixed, community, comprehensive school with a long history of providing a high-quality education to the communities of Enfield and Edmonton. Although we are a large organisation, with over 1800 students and around 250 staff making up our school community, our dual-campus structure means that the young people in our care have the experience of being in a caring and supportive environment that much smaller schools can offer.

ECS has a hard-working and high-calibre staff working as teachers and members of the wider workforce. Together, we share the aim that we are 'Educating our Community for Success'. The governors, staff and myself share a passionate commitment to meeting the varied individual needs of all our students, in order to ensure they leave ECS with the best possible academic qualifications. We want them to enjoy every aspect of their learning and we want them to develop as individuals, so that they leave us as confident and socially-responsible young people who are well equipped to contribute to society and enjoy success in whichever field they choose for themselves.

At Key Stage 4 (GCSE), the progress of our students is consistently good, whilst post-16 the progress of our students studying A Levels puts the school in the top 10% of Sixth Forms nationally. Whilst we continue to enjoy increasingly high standards of academic achievement, we are always ambitious to do even better and we are continually looking for ways to raise the level of achievement of our students.

Research has shown that strong partnerships between parents and school staff have a positive impact on a child's progress and helps them to feel good about school and their education. I have been teaching in north London schools for over 25 years and have been a senior school leader for over 15 years. I know that a successful school and happy children depend on all of us working together.

Working together also ensures that children are getting a consistent message about good behaviours. Our school is a calm, orderly place and we have high expectations regarding attendance, punctuality, attitudes towards learning, showing respect to members of the school community and the wearing of our uniform, both in school and in the local community.

I look forward to hearing from you.

Paul Miller

Head of School

Job Description: Librarian



Librarian will help with the running of one of the school libraries by assisting library users, supervising students, replacing stock on the shelves and using the school computer system to maintain and control the circulation of the library stock. Our librarians also administer student reading age tests and are involved in national literacy strategies and school-wide literacy initiatives.

Accountable to: Whole school Literacy Coordinator and ultimately the Head of School and Executive Headteacher

Scale: Scale 5

Hours: 38½ hours per week (36 hours plus 2½ hours contractual overtime per week), 39 weeks per year, 8.00am – 4.30pm Monday to Thursday and 8.00am – 3.30pm Friday

Core purpose:

Librarians will be responsible for managing and overseeing all matters that relate to the operation of the library. They will be expected to be responsible for the acquisition and maintenance of library stock and equipment, and developing the library as a centre of learning in accordance with the school's educational policy. They will supervise students and be responsible for behaviour management throughout the day, potentially for larger groups of students using the library out of teaching hours. They are responsible for assisting students to use the library, access resources and with general IT queries. Staff and students should be kept aware of the services available at the library, and should be encouraged to make maximum use of the resources available and the potential of the library as a learning centre.

There is a librarian role for each of our two campuses, but each librarian could be posted to either campus for each academic year.

Duties include:

- Day to day organisation and maintenance of the library. Routine clerical duties such as filing, shelving and loaning, returning books, tidying stock and repairing books and equipment as needed.
- Maintaining library stock as needed. This will include meeting with book suppliers, choosing, ordering, covering and cataloguing new stock. Librarians should have good general stock knowledge and will be expected to be aware of the general field.
- Display stock attractively and make it accessible to students. Promote stock as and when needed and appropriate.

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- To be present in the library during opening hours (8-4.30) and to ensure the security and maintenance of the equipment and resources.
- To assist and guide students in their use of library resources.
- To be responsible for supervision and behaviour management of students when open before school, break and lunch times, and after school. Students during lesson times should be supervised by a member of the teaching staff, however small groups of students may use the library for study purposes during the day.
- Monitor, evaluate and review the use and potential development of the library; this will include monitoring general student use and potentially using procedures for collecting data such as student questionnaires.
- Contacting home for students who do not bring a reading book to school as part of their equipment.
- Overseeing the administration of student reading age tests.
- Maintaining good relations with the teaching staff, encouraging effective use of the library across the curriculum and all phases. Liaise with staff regarding any new resources required, and general use of the library during teaching time. Keep teaching staff updated on matters pertaining to the library as it can support the school curriculum and staff development.
- Generating lists of books for certain topics for teaching staff when requested.
- Issuing overdue notices and chasing up students, when necessary send letters and phone home.
- Provide assistance to students and teachers on the use of the computers, software and printers.
- To create innovative and eye-catching displays to promote stock and activities to students, and keep display boards maintained.
- Provide and maintain reprographic facilities within the library.
- General admin tasks as needed or requested by the Executive Headteacher or Deputy Head

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Job Description: Librarian



- Implement and develop policies in accordance with a general Library Action Plan.
- Prepare and manage the library budget, including funds allocated for library materials, equipment and furniture.
- Promote a positive learning and reading environment within the library. Become involved with both national literacy strategies and school wide initiatives and to encourage students to read and to use the library as an essential part of the school.
- Take responsibility for overall health and safety of staff and students when they are using the library – ensure that equipment with potential health and safety concerns is well maintained and is not a potential danger.
- To be responsible for own professional development, identifying training needs and requesting courses as appropriate.
- Organise and supervise out of hours clubs for students such as book clubs, gifted and talented support, etc. Promote these clubs effectively to students, design a plan for each club and what every session will involve. Ensure that students are challenged and involved.

This job description may be amended at any time after consultation with you.

EdAct is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to demonstrate this commitment by signing the school's Code of Conduct.

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This person specification describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

- Educated in Maths, English and a range of other GCSEs at Grade 4/C or equivalent, or above.
- Good communication skills, both written and oral.
- Good ICT and typing skills – ability to use Word and Excel confidently.
- Good interpersonal skills.
- Ability to work in an organised and efficient manner.
- Be willing to interact with students in a professional manner.
- A keen interest in reading and literature.
- Be able to liaise effectively with colleagues – teaching and non-teaching - in the efficient running of the Library and the school in general.
- Be able to use initiative and forward planning.
- Willingness to be flexible and to use initiative.
- Ability to work as part of a team.
- The ability to deal with sensitive information discretely and confidentially.

How to apply

You can apply online by completing the application form:

<https://edact.org.uk/careers>

We look forward to hearing from you.



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Bury Campus

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Head of School Paul Miller