



Robertsbridge
Community College

Part of the



LIBRARIAN

Fixed Term Contract

(3 September 2026 - 31 August 2027)

Candidate Recruitment Pack



Welcome



Robertsbridge
Community College

From the Headteacher Robertsbridge Community College

Dear Applicant

Thank you for your interest in joining Robertsbridge Community College. It is my absolute privilege to lead this remarkable school as we move into the next stage of our rapid improvement journey.

Robertsbridge is a small, friendly 11–16 community school set in the beautiful Sussex countryside, serving both our local village and the surrounding areas. Our size is one of our greatest strengths: it allows us to know every student as an individual, while still offering a rich and ambitious curriculum.

In March 2025, Robertsbridge proudly joined the Aquinas Education Trust, a strong family of schools based across Bromley and East Sussex. Being part of this trust provides our staff with exceptional professional development and career progression opportunities, as well as the chance to collaborate with passionate, like-minded colleagues who share our commitment to excellence.

At Robertsbridge, we are dedicated to helping every student develop the knowledge, character, and skills they need to succeed, both in school and in life. We achieve this through a combination of high expectations, strong support, and a culture where every child is encouraged to aim high and believe in their potential. You will be joining a team of staff who are deeply committed to our students, our community, and to achieving the very best outcomes for all.

Our values of Ambition, Pride, and Respect underpin everything we do. They are not simply words on a wall; they shape our decisions, our relationships, and our daily practice. We expect our students to live these values, and we hold ourselves to the same standard.

The foundation of our improvement journey is ensuring that every student experiences consistently high-quality teaching and learning. We invest heavily in a robust internal professional development programme and maintain strong behaviour systems that enable teachers to teach and students to learn. Our behaviour policy is rooted in a 'warm strict' ethos, unapologetically high standards delivered with fairness, consistency, and mutual respect.

This is an exciting time to join Robertsbridge Community College. We are ambitious for our students, our staff, and our community, and we are determined to become a school that everyone connected to Robertsbridge can be truly proud of.

Thank you once again for your interest. I warmly encourage you to visit us, meet our staff and students, and see our values in action.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Pratt'.

Mr J Pratt
Headteacher



***Our shared vision of
Life Transforming Learning
places our values at the
heart of all we do***



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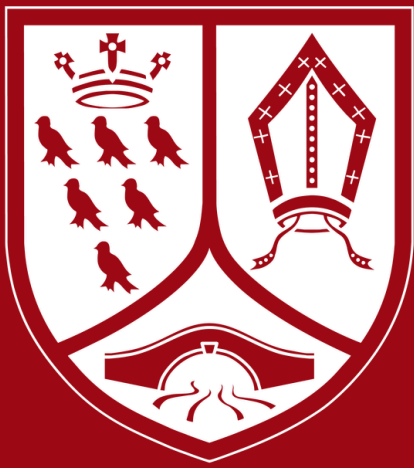
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Safeguarding Statement

The Aquinas Church Of England Education Trust is committed to safeguarding and promoting the welfare of children. We expect all staff, Aquinas Advisory Council members, volunteers and visitors to share this commitment.



About Robertsbridge Community College

Robertsbridge Community College is a happy, welcoming and inclusive 11-16 school situated within a thriving village in a beautiful part of East Sussex. Robertsbridge lies approximately 10 miles north of Hastings and 13 miles south-east of Tunbridge Wells. The village is well connected with a main railway line from Hastings to London, and to the A21 trunk road.

Our Vision and Values

Robertsbridge Community College is embarking on an exciting new chapter in its journey of improvement. With a renewed vision and a clear focus on raising standards, we are committed to ensuring that every pupil thrives academically and personally. At the heart of this transformation are our values: Ambition, Pride, and Respect. These principles guide everything we do, shaping the culture of our school and the aspirations we hold for our young people.

Our Values in Action

- Ambition – We set high expectations for ourselves and our pupils, striving for excellence in every aspect of school life.
- Pride – We take pride in our achievements, our school, and our community, celebrating success and fostering a strong sense of belonging.
- Respect – We value diversity, kindness, and integrity, ensuring that every member of our community feels safe, supported, and respected.

Our People

Staff at Robertsbridge are passionate and committed to providing the best possible experience for our students. We are reflective, outward facing professionals committed to exploring how we can make the Robertsbridge experience even better. Every member of staff is on their own learning journey, and we are committed to growing and nurturing everyone in the school community within a learning culture



Our Journey

The school has experienced a period of change and improvement as we work tirelessly to further develop our work in response to our last OFSTED report. Our 2024 GCSE results were the best results we have achieved for five years and are clear evidence that Robertsbridge is going from strength-to-strength on our improvement journey.

About Aquinas Church Of England Education Trust



Established in 2013, the Trust was founded as a natural development of positive relationships built between neighbouring Church of England schools; initially in the Bromley area. In November 2018, we added two community schools to our family, Rye College and Rye Community Primary School in East Sussex.



We have a shared vision of Life Transforming Learning that places our values at the heart of all we do. Our values, founded on Christian principles, have excellence at their heart. We invest in teaching and leadership so that we deliver highly effective learning across the Trust. We believe in learning from and growing through the rich diversity of backgrounds and beliefs.



All Schools within Aquinas collaborate to share their professional expertise and partner with the wider community so all can flourish. We take collective responsibility for those in our schools; working together to pool our energy to find solutions to problems that arise to remove barriers that may prevent success.

At Aquinas, we work together so that our learners have an exceptional education; one where individuality is celebrated, talents are nurtured and progress is sustained from early years to Post 16.



Our Academies

Since our first primary and secondary schools came together, a further ten schools have joined us. We now have twelve academies (three secondaries), with over 700 colleagues, and almost 5000 children and young people in our care.



Bishop Justus
CE School



Cudham
CE Primary
School



Keston
CE Primary
School



Parish
CE Primary
School



Robertsbridge
Community
College



Rye College



Rye Community
Primary School



St George's
CE Primary
School



St John's
CE Primary
School



St Mark's
CE Primary
School



St Nicholas
CE Primary
School



Trinity
CE Primary
School

The Librarian Role - Fixed Term Contract

Grade: ES7 (FTE £29,668 - £30,368 p.a.)

Actual Pro Rata Salary: £17,658.43 - £18,075.07 p.a

Hours: 25 hours per week (term time only), 09:30 - 14:30
Monday to Friday

Contract: Fixed term from 3 September 2026 until 31 August 2027

We are seeking to appoint an enthusiastic, energetic and adaptable Librarian to join our highly-motivated team.

Our aim is to challenge every learner to exceed their own expectations of themselves; create a can-do culture and the resilience to excel; include all members of our community through shared endeavour; and nurture diverse skills, talents and abilities whilst celebrating excellence.

Our ideal candidate will:

- Have experience or interest in working in an educational setting;
- Can multi-task under pressure and juggle many tasks at once;
- Have excellent organisational skills with the ability to effectively prioritise workload;
- Pay attention to detail, pick up on oversights and rectify problems before they arise;
- Act with discretion, handling confidential information;
- Demonstrate a willingness to become involved in the life of the organisation;
- Be enthusiastic, energetic and open to innovation;
- Have integrity, optimism and a good sense of humour;
- Possess effective communication skills and be emotionally intelligent;
- Possess effective ICT skills and be open to new uses of technology in the workplace;
- Have good communication skills with the ability to work as part of a team; and
- Be dedicated and flexible, with commitment to continual improvement.

In return, we offer:

- A workplace that is future focused with potential for professional growth as we continue to grow;
- A skilled and experienced team of professionals;
- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A motivated leadership team leading rapid improvement to the pupils life chances.



Job Description

We have recently opened our new library here at Robertsbridge, and this role offers an exciting opportunity to help shape its development and create a vibrant, inspiring space for our students. You will play a vital role in promoting the love of reading, supporting independent learning, and ensuring all students have access to high quality information and responses. You will be responsible for managing the day to day running of the school library, curating an engaging and inclusive area that reflects the needs and interests of our school community.

The role involves creating a welcoming, purposeful library environment, organising reading initiatives and events, and ensuring the library operates as a vibrant hub of learning, creativity and curiosity. You will also play an important part in encouraging pupils to become confident, independent readers and critical thinkers who use information responsibly and effectively.

Key duties and responsibilities

- Be responsible for the management and strategic development of the library and school learning resources.
- Use library systems to provide oversight of learning resources across the school, stock levels, purchase plans, maintenance and replenishment etc.
- Provide a visually stimulating and friendly atmosphere to promote reading for pleasure and access to resources for all members of our community.
- Manage, develop and promote the library to ensure it is an integral and effective part of the education process, meeting the needs and ethos of the school within available resources.
- Take overall responsibility for the management of the library including internal fitting and stocking and ensuring the purchase and organisation of resources is appropriate to the learning needs of students and colleagues.
- Play an integral role in engaging with families to promote reading for pleasure and the development of lifelong learning skills.
- Encourage, promote and support:
 - Class use of the library during the day including management of consumables.
 - Students' private study during breaks, before and after school.
- Supervise and support students in their private studies, projects and research using both paper-based resources and electronic information.
- Use library systems to provide oversight and stock control of learning resources across the school e.g. textbooks.
- To manage stock and the sale of stocked student items e.g. revision guides etc.

Strategic Leadership

- Create and implement library systems that reflect the educational aims and objectives of the school, reflect best practice and comply with data protection, copyright, health and safety legislation and the existing policies of the school.
- Advise the leadership team on the latest developments in libraries, information technology and stock control in order to inform strategy.
- Monitor and evaluate the effectiveness of the library's contribution to teaching, learning and assessment regularly to support the educational aims and objectives of the school.
- Maintain the library database recording borrowing and lending according to data protection regulations and guidance, using this information to develop a coherent purchasing strategy for the library.
- Take responsibility for and manage the library budget, including the preparation of budget bids and projected spending.
- Provide reports and management information to the leadership team as required.

Job Description

Curriculum, Teaching, Learning and Assessment

- Maintain a well-organised, accurate and up-to-date database of all library resources and ensure these resources are signposted to support teaching, learning and assessment across the curriculum.
- Be responsible for maintaining and updating reading and research skills development resources.
- Work with colleagues in the teaching and delivery of transferrable skills to promote independent lifelong learning.
- Plan, deliver and evaluate the library induction programme.
- Work with the SENCo to plan activities for students with SEND or EAL, reluctant readers and other students who require additional support.
- Assist in the delivery of project-based lessons in the library.
- Organise a range of events throughout the year which promote literacy and passion for reading.
- Work with relevant colleagues to support and promote extra-curricular events e.g. National literacy events.
- Ensure that a range of services and resources are available at key times of the year to support independent learning (including revision).
- Teach with and support colleagues to promote information literacy.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the College's Child Protection and Safeguarding Policy, and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Librarian Person Specification

All criteria listed below are considered essential, unless explicitly marked as desirable.

Qualifications

- Educated to GCSE (A* to C) or equivalent qualifications/experience.
- Professional library qualification (desirable).

Experience

- Library services (desirable).
- Working with young people.
- Sharing skills, knowledge and learning with colleagues.

Skills, Ability and Knowledge

- Focused on the library being at the centre of teaching and learning.
- Excellent interpersonal and communication skills.
- Able to converse at ease with customer and provide advice in accurate spoken English.
- Good organisational skills with the ability to prioritise and timetable tasks, produce rotas etc.
- Ability to supervise, train and motivate others.
- Ability to manage a varied workload and to meet targets and deadlines.
- Effective staff supervision.
- Managing resources and premises.
- Monitoring standards to ensure the delivery of high quality services.
- Monitoring and complying with budget requirements.

Personal Qualities

- Proactive approach.
- Self-motivation.
- Ability to deliver excellent customer service.
- Ability to respond positively and proactively to unexpected problems and situations.
- Willingness to learn new skills and exploit new technologies.
- Approachable, patient and diplomatic.

Other

- Ability to undertake manual handling tasks.

Librarian Person Specification

Health & Safety Functions

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which you may be exposed in relation to the post you are applying for. This information will help you, if successful in your application, to identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No

How to Apply



Please send your application, outlining your suitability for the role against the Librarian person specification and job description, by email to Lauren Myburgh (HR Manager) on Imyburgh@robertsbridge.org.uk.

Closing date for applications: **Monday 22 June 2026, 9am***

Interview date to be confirmed

Alternatively, submit your application to the HR Officer, Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ.

Visits to the school are welcomed. For further information about the role or to arrange a visit please contact Lauren Myburgh (HR Manager) on Imyburgh@robertsbridge.org.uk

Shortlisted candidates will be asked to bring appropriate identification with them to interview.

For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references.

Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in their application.



*We reserve the right to interview and appoint at any stage during the recruitment process.



Thank you for your interest in becoming a Librarian in our school.

Contact Details

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www.robertsbridge.org.uk

aquinas.recruitment@aquinatrust.org
