

Queen Elizabeth's Grammar, Alford

Librarian & Work Experience Co-ordinator



Contract Type: Permanent – Full-Time
Salary: NJC Scale 15-17
Appointment Type: Full-Time: Term time only
Start Date: February 2025
Closing Date: Wednesday 22 January 2025



Our School

Queen Elizabeth's is a Selective Academy, currently having 536 pupils on roll located in the small, rural town of Alford. We are a very friendly and caring community in which pupils are known and valued individually. The atmosphere is calm, happy and purposeful; standards of attainment, behaviour and dress are high, and we are proud of our reputation as one of the top schools in the East Midlands whilst offering a holistic, supportive approach to education. We aim to provide a broad, balanced, relevant and differentiated curriculum where every student is known and treated as an individual.

Our Sixth Form

There are currently 101 students in our sixth form, with some students (about 10 this year) joining us from other schools. Most Y12 students study three subjects but we tailor our package to every student. We are looking to increase our numbers moving forward.

The sixth form has use of their own house, Norbury, which includes some small teaching rooms, study rooms, ICT rooms and a kitchen.

Leadership and initiative are strongly encouraged and we have our own Student Leadership Award Scheme. Sixth formers run a variety of clubs and activities, including sports and music.

The Senior Student Leadership Team plays a significant role in the day-to-day running of the school, with the Head Boy and Head Girl attending Governors' meetings.



Our Library

The library is purpose-built and can accommodate 33 students seated at tables plus an area set aside with 7 computers with internet access and a local printer/copier.

Situated at the rear of the school, overlooking the extensive playing fields it is a light and welcoming, supervised and designated as a place where students can work or read in a quiet atmosphere between 8.45 am and 4.45pm daily. The library / departmental catalogue is cloud based, accessible by students and staff from any device using a single sign on facility. Both library and departmental resources are issued via the library management system to ensure accurate loan tracking and integral email communication.

The Library is open at break and lunchtimes for students where in addition to accessing a wide range of books, chess sets, scrabble and other board games are also available. Supervised sixth form private study and pre booked lessons across all key stages take place throughout the school day. The library office also houses ICT equipment, which can be loaned by students and booked by staff. This includes laptops, net books, digital cameras, camcorders and microphones.

Library stock is up to date, including fiction, non-fiction and reference books, periodicals and magazines offering a wide range of classic and contemporary fiction including prizewinning authors and diverse titles, Manga, Graphic Novels, Dyslexia Friendly in a wide range of genres to foster and encourage a breadth and love of reading.

Non-fiction is carefully researched, in consultation with subject leaders of departments and selected to cover all areas of the curriculum, as well as general interest. This is updated on a rolling programme to ensure the information is accurate and up to date. The library also holds reference copies of most of the textbooks used in departments plus copies of revision materials for exams.

The overarching aim of the library is to support staff with the provision of study support materials and students with the skills and resources to support their own learning and realise their full potential.



Job Description

We are seeking to appoint an enthusiastic and dedicated librarian to become part of our school community. At QEGS, where we are committed to fostering a love of learning and reading among our students. We pride ourselves on creating an inclusive, supportive, and inspiring environment for both students and staff. This is a fantastic opportunity for a motivated individual to play a key role in enhancing our students' educational experience.

As our Librarian and KS4 Work Experience Co-ordinator you will manage and organise library resources to support teaching and learning throughout the school, facilitate independent learning and encourage reading for pleasure. The Library is a vibrant, welcoming, attractive and scholarly environment within the school and is valued by staff and students alike. The Librarian will assist students with accessing and effectively using its varied learning resources. In addition, our current Librarian is responsible for the co-ordination and oversight of our bespoke work-experience in Y10.

Ideally you will possess previous experience of working in a library or resource centre and can demonstrate a strong knowledge and love of literature.

The Role:

The successful candidate will be responsible for overseeing all aspects of library operations, including:

- Management of the library budget including selection and purchase of library stock, with consideration as to suitability for curriculum and leisure.
- Prepare, catalogue and add new stock to the library, evaluating on an ongoing basis and withdrawing as necessary, consulting with departments as required.
- Maintaining the Library Management System (LMS) and OPAC, ensuring the LMS is kept up to date and is used to control the issue and return of resources and issue overdue notices/invoices as required, collecting fines as appropriate.
- Management of existing stock to maximise use as well as providing a cataloguing and issue service to departments to maximise retention of textbooks.
- Undertake an annual stock take, including the maintenance of an inventory of library equipment, and produce statistics re losses.



- Deliver induction and other library related lessons at appropriate times during the year.
- Assist staff and pupils in selection of materials during booked lessons and all other times, also provide project box loans for staff as required
- Supervise use of the photocopier and assist staff and pupils aiming to ensure copyright is not infringed.
- Supervise sixth form private study in the library and all student use of the library (including computers) to ensure adherence to ICT Acceptable Use policy, maintain discipline and give basic IT assistance.
- Provide statistics and assist with the selection of student award for the Reading Trophy.
- Provide information for the school website re the library, and prepare policy documents, development plan, capitation bid and other communications as required.
- Ensure attractive and appropriate displays for the library. Provide a safe, attractive and appropriate environment for study in the library that promotes its effective use by staff and pupils.
- To support careers events in liaison with the Careers Lead.
- To co-ordinate and administer work experience to ensure all pupils in Year 10 have the opportunity to undertake one week's work experience that is challenging, rewarding and as far as possible tailored to them as an individual. To liaise with parents, employers and other agencies as necessary, ensuring policies and procedures are followed and legal requirements met. This includes sending letters to pupils and parents as necessary, giving a pre-placement briefing and H & S talk to students and liaising with employers, including visits to all students whilst on placement (with the exception of those based out of county or too far away to make it viable).
- To attend daily staff briefings and staff meetings on INSET days and ensure awareness of issues relating to pupil welfare, school events and whole school policies.
- To undertake CPD and work within school policies and procedures.



The ideal candidate will have:

- A passion for reading and promoting literacy.
- Strong organisational skills with the ability to manage a diverse range of resources.
- Excellent communication and interpersonal skills.
- Experience working in a library setting, preferably within an educational environment.
- Proficiency in library management systems and IT skills.
- A commitment to fostering a positive, inclusive environment for all students.
- Have high expectations.
- Have good literacy knowledge.
- Attend and contribute to Department and whole school meetings.
- Undertake ongoing CPD to ensure best practice is key to planning.
- Have the ability to inspire and motivate students and colleagues.
- Have a track record of forming very good working relationships with pupils, parents and staff.

Pastoral & Wider Responsibilities

The successful candidate will:

- Be responsible for the well-being of students.
- Share best practice with colleagues.
- Contribute to the successful delivery of Open Evenings, school events and Y7 Induction programme.



Personal Specification for Librarian

Essential Requirements

- Right to work in the UK.
- A commitment to upholding the highest safeguarding standards and promoting the welfare of children in line with the latest KCSIE guidance.
- Evidence of continuing professional development.

Knowledge, Skills and Abilities

- Ideally have knowledge of or experience in library management, resource management and information management system preferably in a school environment.
- Good digital literacy skills [use of MS Teams for education is desirable], literacy and numeracy skills.
- Ideally knowledge of library cataloguing and classification systems.
- Strong communication and interpersonal skills.
- Strong organisational and admin skills including budgeting, record-keeping and time management.

Professional Attributes

- A commitment to uphold high standards of personal and professional conduct.
- Promote equality, diversity and inclusion in all aspects of working practice.
- The desire and ability to make a significant contribution to the wider life of the School.

Beliefs, Attitudes and Personal Qualities

- Ability to work collaboratively and effectively as part of a wider team.
- Positive attitude toward change, and improvement.
- Ability to adapt to changing technologies and educational trends and to keep abreast of new developments in library science and education.



How to Apply

Applications are welcome from internal and external candidates.

For further details about the school please visit our website, www.qegs.co.uk or contact Mrs A Duff (PA to the Headteacher) on 01507 462403 or a.duff@queenelizabeths.co.uk. A tour of the school will be included as part of the interview process.

Applicants should complete the application form and return it with a covering letter outlining relevant experience, reasons for application and suitability to Mrs A Duff addressed to Mr G Thompson either in hard copy or by email to a.duff@queenelizabeths.co.uk.

The deadline for applications is Wednesday 22 January 2025 at 12 noon.

Queen Elizabeth's Grammar is committed to safer recruitment practice and pre-employment checks in line with KCSIE 2024 will be undertaken before any appointment is confirmed. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosures and Barring Service clearance.

In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.



Queen Elizabeth's Grammar, Alford, Station Road, Alford, LN13 9HY

