



Crispin School

Aspiration - Compassion - Excellence

Library Administrator

Permanent Contract. To start as soon as possible.

15 hours per week - Monday, Tuesday and Wednesday 9.00 to 14.00 daily

Term time plus two additional training days

Grade 14, points 4 to 6. Salary range - £25,185 – £25,989 per year full time, all year round

Actual starting salary £8,608 per year.

We are looking to recruit an effective and efficient Library Administrator to join our friendly, supportive and committed staff team. Ideally, we are looking for someone with experience of working in a library or with secondary age children. However, we would welcome applications from highly organized people who can demonstrate a strong work ethic who are willing to embrace the challenges that working in a busy school can bring.

Working under the direction of the Head of English Faculty and based in our Library, we would like you to:

- Manage the school library; issuing and collecting books, purchasing new stock and promoting an enjoyment of reading through a range of activities
- Have excellent interpersonal skills with ability to engage positively and effectively with staff, students, parents and visitors to the school either face to face, by phone or by email.
- Be first aid qualified or willing to undertake training and deliver first aid to students and staff if required.

As a member of support staff at Crispin, employed by the Wessex Learning Trust, you will be enrolled in the Local Government Pension Scheme. In addition to your own contribution to the pension scheme we also currently contribute 24.4% of your gross pay into the scheme.

Closing date for this post: 17 December 2025, 9.00am

To apply for this position, please complete an application form, (available on The Wessex Learning Trust website). Completed applications should be returned by email to the Headteacher's PA, Mrs Hannah Herbert HHerbert@crispinschool.co.uk

Crispin School is proud to be a member of the Wessex Learning Trust. It is an exciting time to join the Wessex family. As we grow, we can offer:

- Professional induction, training and continued professional development opportunities.
- Staff benefits including reduced leisure centre membership and cycle to work scheme.
- A staff assistance programme with a specialist provider, CareFirst who provide a 24/7 free phone helpline, or face-to-face counselling for every employee in the Wessex family.

The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and be required to undertake an enhanced Disclosure and Barring Service Check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement of the role.



Part of the
Wessex Learning Trust

A: Crispin Academy, Church Road, Street, Somerset, BA16 0AD

E: office@crispinschool.co.uk | **W:** www.crispinschool.co.uk | **T:** 01458 442714

Acting Headteacher: Lee Cornwall