

Queen Elizabeth's Grammar School School Librarian

**If you have experience of inspiring students to share your love of reading
this could be the job for you!**

Key Responsibilities:

- Organise and manage the library so it meets the needs of students and staff.
- Prepare short- and medium-term plans for the library and be responsible for their implementation.
- Manage the library annual budget.
- Ensure resources are up to date and correctly catalogued.
- Carry out annual stocktake, ensure resources are in good condition, purchase new resources and monitor their use.
- Develop the library as a whole school resource, extending activities and involving students and staff.
- This is a job share and so positive team working, commitment to effective handover and excellent communication skills are required.

Benefits:

- A temporary part-time role of 19.5 hours per week over 3 days (Monday to Wednesday), for 39 weeks per year.
- Salary upon appointment Grade 4 Scale Point 9 £25,989 (actual £11,729) with potential to rise to Point 12 £27,254 (actual £12,300).
- Access to wellbeing support, physio, counselling and GP services.
- Discounted gym membership.
- Excellent training opportunities to support career progression.
- Access to the Local Government Pension Scheme.
- Access to Salary Sacrifice Schemes including Childcare Vouchers and Cycle to Work.
- Employment within a strong and progressive educational trust with firm family values.

Join Us:

- View the Job Description
- Complete the Support Staff Application Form www.horncastleeducationtrust.org
- Email it to recruitment@horncastleeducationtrust.org by Thursday 28th August 2025.
- Interviews to be held Monday 8th September 2025.

We believe that every student whatever their background has the right to flourish, to achieve and to succeed and everything undertaken by Horncastle Education Trust should have this ambition at its heart.

The Trust 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 enhanced DBS disclosure, medical, reference and online checks, and all pre-employment checks are in line with 'Keeping Children Safe in Education'.

We are committed to promoting equality, diversity and inclusion within our recruitment process.

Queen Elizabeth's Grammar School
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