



## **SCHOOL LIBRARIAN**

Required January 2025

The Norton Knatchbull School is looking for a school librarian who will encourage students to explore literature, discover new interests and develop a passion for books within a warm and welcoming library environment that supports study and learning. This position requires a deep enthusiasm for reading, strong organisational skills and a commitment to nurturing young learners.

Responsibilities involve curating a diverse and engaging collection that appeals to a wide range of reading levels and interests. Additionally, this role supports the English department by delivering library lessons and the literacy programme across the school, celebrating reading through book clubs, reading challenges, and author visits, and supervising students during their independent study.

### **PURPOSE OF JOB:**

- General care of library, users and resources.
- To manage, develop and promote the school library.
- To ensure that all students and staff have access to a range of relevant books and giving information to support teaching and learning.  
To facilitate independent research and encourage reading for pleasure.

In return the school will be able to offer you a supportive and friendly work environment, CPD and career progression. The working hours are Monday – Friday 8am-2:30pm (30 hours per week), with the potential for flexibility. The role is term-time only and is paid on Kent Range 6 (£25,127 per annum / £17,679.36 pro-rata).

Please look on our website [www.nks.kent.sch.uk](http://www.nks.kent.sch.uk) for a Job Description and an application form.  
Please send your completed application form by email to Mrs C Dunton (HR Officer),  
[cdunton@nks.kent.sch.uk](mailto:cdunton@nks.kent.sch.uk)

**Deadline for applications: 9am Friday 22<sup>nd</sup> November 2024**

We reserve the right to interview prior to this date depending on applications received.

NKS is committed to the continuing Professional Development and Equal Opportunities for all our staff. We support our employees in career development and respect initiative and ambition. As such we are committed to using Performance Management; formal and informal training; coaching and mentoring; and peer support to ensure the progression of our staff. In return we expect commitment and a desire to improve and excel from our colleagues. It is important for our students to understand and experience the strength and depth of a diverse community and we aim to create a culture that encourages and values diversity, and that appoints, rewards, and promotes staff based on merit. To show our commitment to this, the school is actively working towards the Race Charter Mark.

We are committed to safeguarding and promoting the welfare of children and young people.

**Only candidates who are shortlisted will be contacted.**