

# JOB PROFILE

## LIBRARY ASSISTANT (PART TIME)

To start: September 2025



Lucklex  
HOUSE SCHOOL



# LIBRARY ASSISTANT (PART TIME)

## OVERVIEW

The Jubilee Library, opened in 2002, is a stunning space comprising of an open plan area and a mezzanine floor that is for use exclusively by Sixth Form pupils. We have over 7000 books and a number of periodicals. Our resources include fiction, non-fiction, poetry, short stories, quick reads, graphic novels and study guides. The library is staffed by a part-time Library Manager and the part-time Library Assistant.

We are open all day and welcome students into the library during break, lunch and after school for supervised prep.

Staff and Students can log in to their library account via our online catalogue, Reading Cloud, and search, reserve and renew items remotely.

Years 7-9 have regular timetabled library lessons where they are inspired by the Library Manager and Library Assistant to try new books and authors.

We place great emphasis on reading for pleasure and are constantly encouraging our students to read by various initiatives throughout the year including the Summer Reading Challenge, the House Reading Challenge, World Book Day events and author visits.

## TERMS & CONDITIONS

**To start:** September 2025

**Terms:** Part time, permanent  
Monday to Friday 12:30 - 16:00  
Term time only plus INSET days

**Salary:** £23,021 FTE (pro rata £9,076 ) per annum

## NON-CONTRACTUAL BENEFITS

- School's Pension scheme with a generous employer's contribution as well as a death in service benefit
- Staff discount on basic tuition fees subject to the member of staff's child(ren) meeting the entrance requirements
- Staff carpark
- Employee Assistance Programme (EAP)
- Free lunches during term time
- Use of the school gym.

**Closing date: Friday 6 June 2025 (noon)**

**Interviews: w/c Monday 9 June 2025**

(Early applications are encouraged as we reserve the right to interview and appoint before the closing date)



# JOB DESCRIPTION

**Job Title:** Library Assistant

**Job Purpose:** To assist in promoting the library service to encourage full use by both staff and pupils.

**Accountability:** To the Deputy Head (Academic)

## Main Responsibilities

1. Promotion of the library service to encourage full use by both staff and pupils by supporting a range of library-based activities. This includes planning and delivering library lessons, assisting the Library Manager with library promotions, competitions and events as well as involvement in new pupil induction/transition days and attendance at Open Day events.
2. Management of resource circulation using Reading Cloud software, shelving and weeding stock, assisting with stock take and keeping library in good order.
3. Maintain an awareness of books currently being published for young people and use this knowledge to contribute to the promotion of reading for pleasure within school.
4. Process new stock and provide support for the cataloguing of new material to the library collection.
5. Supervising pupils within the Library including pupils timetabled on private study.
6. Create and maintain displays in the library.
7. Use MS programs and Canva to design and produce posters, leaflet and library documents.
8. Assisting with teaching programmes especially those developing literary and information handling skills.
9. Working with the Library Manager to select and acquire library materials for subject departments to use with specific courses; acquiring information about and utilising local and national library networks and relevant 'on-line' services.
10. Supervising the school Library including administration, security and control of pupil behaviour.
11. Ensuring that pupils are able to use the school library facilities to their maximum potential, and evaluating the use and effectiveness of the services available.
12. Observing the law of copyright.
13. To enhance CPD, participation in School Librarian networking group meetings.
14. Participation in professional development programmes and annual review so as to help maintain and improve the ethos and performance of the whole school for the benefit of the students.
15. Overseeing a team of Pupil Library Assistants who help at break and lunchtimes.
16. Any other duties within the general scope of the job, which may from time to time be required.



# PERSON SPECIFICATION

ESSENTIAL    DESIRABLE

QUALIFICATIONS		
GCSE Grade C or above in English and Mathematics, or Level 2 equivalent qualification.	✓	
A recognised library qualification.		✓
SKILLS		
Excellent interpersonal skills and the ability to build relationships with a variety of stakeholders.	✓	
Excellent written and oral communication skills and meticulous attention to detail.	✓	
Ability to manage multiple projects/events and plan, organise and determine own workload to meet tight deadlines.	✓	
Confident in using digital and social media platforms.	✓	
IT literate: experience of utilising ICT skills to access and retrieve information.	✓	
Knowledge and understanding of library and information skills.	✓	
PERSONAL QUALITIES/DISPOSITION		
Ability and willingness to support colleagues.	✓	
Ability to assume responsibility for your own work.	✓	
A proactive attitude and ability to use own initiative.	✓	
A flexible attitude to work to meet the demands of the role.	✓	
KNOWLEDGE/ PREVIOUS EXPERIENCE		
Experience of working to effective administrative processes.	✓	
Knowledge and interest in the teen and young adult reading market.	✓	
Experience of working with young people.		✓
Experience of working in a library in a school, public, college or university setting.		✓
OTHER		
A commitment to safeguarding and promoting the welfare of children and young people.	✓	
A strong commitment to the principles of equality, diversity, and inclusion.	✓	
Empathy with the Christian ethos of the School.	✓	

## WHAT OUR STAFF SAY.....

“When thinking of Luckley House School, there is one word in particular that comes to mind – community. This struck me when I first read the website, and was reinforced when I first visited the school. Suffice to say, that sense of community, and sense of belonging, was not unique to those two moments. I feel blessed to work with such an extraordinary group of students and staff, within an environment that fosters a sense of family and mutual respect.

As a school, Luckley really lives by its ethos – a set of pillars that very closely align to my own values. It is fantastic to experience and work within an organisation that is prepared to ‘walk the walk’ – and model attributes such as kindness, integrity and inclusivity. The students are fantastic, and are core to what the school stands for. I feel very privileged to work at Luckley House School, and would encourage any prospective staff member to consider applying. There is no school quite like Luckley!”

**James, Head of Science**

“Since joining Luckley House a year ago as Head of Art and Photography, I’ve truly come to appreciate the unique ethos that makes this school so special. Luckley fosters creativity and individuality and it’s inspiring to be part of a community that not only encourages but actively champions the arts. The warm welcome and ongoing support from the staff, who are always willing to collaborate and offer support, paired with the incredible enthusiasm and creativity of the students, makes Luckley an exceptional place to work. This is a school where the arts are genuinely valued and I feel privileged to be part of such a vibrant and nurturing community.”

**Lucy Harris, Head of Art & Photography**



“I have been at Luckley for just over a year now and have enjoyed every minute of my time here. The School has such a warm, friendly atmosphere which nurtures an environment where everyone (pupils and staff) have a real opportunity to succeed, with total support from the Leadership Team. Not only do they want what is best for the School, they also want to support individuals to achieve their own personal goals.”

**Clare, PA to the Head**

“I feel very lucky to be part of such a friendly and welcoming department. HR made all of my transitions incredibly smooth and easy and have been on hand for any questions and a kind listening ear. The students are fantastic and such a joy to teach - I can honestly say that I look forward to coming into school every day. The wider staff body too are supportive and we share a lot of laughter. I am excited for what my future at Luckley will bring.”

**Gaelle Stark-Ordish, Teacher of Drama**

## HOW TO APPLY

For further details, please contact HR on 0118 974 3223 or via email [Recruitment@luckleyhouseschool.org](mailto:Recruitment@luckleyhouseschool.org)

An application form is available on the School’s website [www.luckleyhouseschool.org](http://www.luckleyhouseschool.org)

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