



JOB PROFILE

LIBRARY MANAGER

Luckley
HOUSE SCHOOL

WELCOME



Thank you for the interest you have shown in joining Luckley House School as Library Manager.

Luckley House is a warm and welcoming boarding and day school. We are a community, small enough at 370 pupils for everyone to be seen, valued and counted but large enough to provide a wide variety of academic, sport and creative opportunities.

Our uniqueness lies in the combination of our size, Christian ethos and flexibility to meet the needs of individual pupils and their families. We provide a distinctly academic education that is tailored to the individual needs of each pupil. This is offered in the context of a broad curriculum which celebrates the arts and sports as much as academic achievement.

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 offers an additional study space for Sixth Form pupils. We have over 6000 books and a number of periodicals.

Our resources include fiction, non-fiction, poetry, short stories, quick reads, graphic novels and study guides.

We welcome students into the library before school, during all day, including 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 fortnightly 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 competition, World Book Day events and author visits.

We are seeking an enthusiastic and organised Library Manager to lead our welcoming and well-used school library.

Applicants should hold a good degree in an appropriate subject or have relevant professional library experience. Previous experience of working in a school library or similar library setting and with young people is essential.

The ideal candidate will have excellent interpersonal and communication skills, strong organisational ability, and the initiative and creativity to make the Library an engaging and inspiring space.

I am delighted that you are considering applying for this role and hope that you feel inspired to submit an application.

I look forward to hearing from you.

**Mrs Claire Gilding-Brant
Head**

ABOUT LUCKLEY HOUSE

Luckley House is a co-educational, independent day and boarding school for pupils aged from 11 to 18 years. Situated on the southern outskirts of Wokingham, Berkshire, Luckley House is set in 20 acres of landscaped lawns and majestic woodland. The School has a Christian ethos with a mission and values which flow from this.



The mission of the School is to provide an outstanding education for boys and girls characterised by academic excellence, a rich and diverse range of opportunities, aspiration and enthusiasm for life and generosity of spirit. The School has strong traditions in music, drama, art, debating, community outreach and sport, and there are many cocurricular activities open to pupils to help them develop their talents to reach the highest possible standards.

Luckley House was formed in 1959 through the merger of two girls' schools: Luckley School, founded in 1918 on the current site, and Oakfield House, established in the Lake District in 1895. The School adopted the name Luckley House School in 2013, and in 2015 began admitting boys for the first time. Over the past decade, student numbers have grown by over 75%, with boys now comprising half of the student body. Currently, the School has around 370 students and has been given approval to expand to 420.

The School is committed to inclusivity, welcoming pupils from all faiths and backgrounds, which enriches the community and prepares students for the diversity of the modern world. Most students live within a 15-mile radius of the School, with many joining in Years 7, 9, and the Sixth Form from both independent and maintained schools. There are 40 boarding places available, with between 35 and 40 students boarding on weeknights, approximately half of whom are from abroad or are weekly boarders.

Luckley House offers a highly personalized academic experience, tailoring its education to the individual needs of each pupil.

The academic results at both GCSE and A Level consistently exceed national averages, and the majority of students secure places at their first-choice universities.



THE ROLE

JOB TITLE: Library Manager

JOB PURPOSE: The management, development and promotion of the library service to encourage full use by staff and pupils in teaching and learning and in reading for pleasure.

ACCOUNTABILITY: To the Deputy Head (Academic)

TO START: April 2025

TERMS: Permanent, part time

HOURS: Monday to Friday 09:00-12:30
(17.5 hours per week)
Term time plus INSET days

SALARY: £11,251 per annum (£28,540 FTE)

CLOSING DATE: Thursday 12 March 2026 (noon)

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

KEY RESPONSIBILITIES

1. Organising, managing and promoting of the library service to encourage full use by both staff and pupils. This includes involvement in induction/transition days for new pupils and attendance at Open Day events.
2. Maintaining the smooth daily running of the library including: issuing and returning of the library's stock, shelving stock, keeping the library in good order and overseeing displays.
3. Work with teaching staff to take a strategic approach to cultivating a love of reading in young people.
4. Maintaining an awareness of books currently being published for young people and use this knowledge in the promotion of reading for pleasure within school.
5. Taking responsibility for and managing the library budget.
6. Selecting, acquiring and cataloguing library materials for subject departments to use with specific courses; acquiring information about and utilising local and national library networks and relevant 'online' services.
7. Maintaining data on the Library Management System (Eclipse Reading Cloud) and using it to generate reports and overdue reminders.
8. Supervising the School Library, including administration, security and control of pupil behaviour.
9. 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.
10. Registering on Class Charts and supervising pupils who have timetabled private study in the library and following the absence procedure for missing pupils.
11. Timetabling library lessons for years 7, 8 and 9 and working with these groups in the Library to promote reading.
12. Processing staff Test Request Forms, booking these in based on Library availability, then



supervising these tests in accordance with pupils' agreed Access Arrangements.

13. Making the library attractive and accessible to all pupils and staff, including displays, guiding and publicity materials.
14. Observing the law of copyright, ensuring that appropriate licences are in place to minimise the risk of claims against the School.
15. Participating in School Librarian networking group meetings to enhance CPD.
16. Participating 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.
17. Managing the Library Assistant who works the alternate shift and conducting annual appraisals.
18. Overseeing a team of Pupil Library Assistants who help at break and lunchtimes.
19. Any other duties within the general scope of the job, which may from time to time be required.



PERSON SPECIFICATION

ESSENTIAL DESIRABLE

QUALIFICATIONS		
A good degree in an appropriate subject or relevant professional experience in a library environment.	✓	
Fully qualified Chartered Librarian.		✓
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 of and commitment to equalities and diversity issues in the provision of library services.	✓	
Knowledge and understanding of library and information skills.	✓	
PERSONAL QUALITIES/DISPOSITION		
A proactive attitude and ability to use own initiative.	✓	
Ability to think strategically and creatively, as well as having an eye for detail.	✓	
Ability to assume responsibility for your own work.	✓	
Ability and willingness to support colleagues.	✓	
BACKGROUND/EXPERIENCE		
Experience of working in a library in a school, public, college or university setting.	✓	
Experience of working with young people.	✓	
An understanding of the independent education sector.		✓

STAFF BENEFITS



PLACE OF WORK

Luckley House School, Wokingham; a historic market town with vibrant centre and great transport links



GYM

Free use of the School gym.



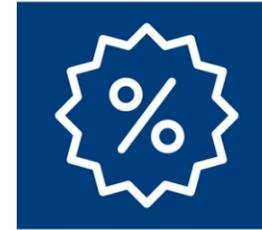
EMPLOYEE ASSISTANCE PROGRAMME

Confidential independent support service for all staff.



PARKING

Free on-site parking.



FEE REMISSION

Fee concession of 25% for all staff (pro rata if part time).



PENSION SCHEME

Contributory pension scheme through APTIS with generous employer's contribution



DEATH IN SERVICE

If an employee dies while in service, a lump sum of four times their salary is paid.



ELECTRIC CHARGING POINTS

These are located on-site in designated parking bays.



STAFF SOCIALS

The School holds a Staff Social at the end of each term and all staff are invited to attend.



WELLBEING

The School holds an annual well-being afternoon.



HEALTH CENTRE

All staff can access the Health Centre for urgent medical issues.



FLU VACCINE

All staff are entitled to one free flu vaccine every year.



PROFESSIONAL DEVELOPMENT

The School has a dedicated training budget for all staff.



HALF-TERM HERO

Staff can nominate a colleague for a prize draw at the end of each half-term



MEALS & SNACKS

Free lunches and refreshments during term time.



HOW TO APPLY

For further details please contact please contact HR on 0118 974 3207 or 0118 974 3223 or via email Recruitment@luckleyhouseschool.org

An application form is available on the School's website (www.luckleyhouseschool.org)

Closing date: Thursday 12 March 2026 (noon)

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PINK
DEPUTY
FORM CAPTAIN
ART SCHOLAR
L
HOL

Luckley
HOUSE SCHOOL

