
START SEPTEMBER 2026

ASSISTANT LIBRARIAN



Applications should be submitted no later than noon on
Friday 26 June 2026 through the MyNewTerm application portal.



ST ALBANS
SCHOOL



A WELCOME FROM THE HEADMASTER

I am delighted that you are considering applying to join the staff at St Albans School.

Founded in 948 AD, St Albans School is one of the oldest schools in the country, with a rich heritage of academic excellence and innovation. While proud of our long history, we are a forward-looking school that prepares young people to thrive in a rapidly changing world.

Our pupils are intellectually curious, enthusiastic, and ambitious and we aim to foster in them not only academic success but also a lifelong love of learning. At the heart of our approach is the belief that passionate, knowledgeable teaching inspires pupils to explore subjects in depth, think independently, and achieve their best.

Beyond the classroom, life at St Albans School is vibrant and full of opportunity. We offer a wide-ranging and inclusive co-curricular programme, with activities spanning music, sport, drama, debating, CCF, outdoor education, academic societies, and much more. This breadth is central to the all-round education we provide, helping pupils develop confidence, resilience, and a strong sense of community.

Our pastoral care is a cornerstone of school life. We want every pupil to feel known, supported and encouraged to be themselves. We work hard to create a positive, inclusive environment where young people feel safe to take risks, learn from setbacks, and grow into thoughtful, compassionate individuals.

We also recognise that great schools depend on great staff. We are committed to supporting the professional growth and wellbeing of our colleagues. Whether through our robust programme of professional development, opportunities for career progression, or our supportive and collegial atmosphere, we aim to ensure that our staff feel valued and thrive as part of the St Albans School community.

If you are excited by the idea of joining a school that combines high academic standards with a deep commitment to developing the whole person, then I warmly encourage you to apply.

We look forward to welcoming you to St Albans School.

Joe Silvester
Headmaster



CULTURE OF THE SCHOOL

St Albans School is a community rooted in over a thousand years of tradition, yet forward-looking in its ambition. Located in the heart of a historic city, we are very much of the community we serve, not apart from it. Guided by our motto, Non Nobis Nati - "Born Not For Ourselves" - and our School Values, we encourage pupils to look beyond themselves and contribute positively to the wider world.

Pupils and staff experience a welcoming, friendly and cohesive atmosphere where newcomers quickly feel part of the community; we not only welcome diversity but actively embrace it.

Classrooms are safe and supportive spaces that foster curiosity, risk-taking and intellectual challenge. Pedagogy is rooted in research, with the School among the first nationally to be awarded the coveted Chartered College of Teaching Research Mark Plus status. Teachers are responsive to the needs of each individual and nurture both academic potential and personal growth, equipping pupils with the skills and confidence they need for life beyond the school.

Pastoral care is a defining strength of the School. All staff are trained in safeguarding and contribute to pupil wellbeing. Our pastoral care builds confidence and resilience, supported by tutors, Heads of Section, Sixth Form prefects and a large safeguarding team. Additional provision is made by our School Nurses, Mental Health Support Mentors, and Counsellor, ensuring that every pupil is well known, supported and encouraged to thrive.

The School offers a distinctive co-curricular breadth, with 200+ clubs and activities, including a wide sporting programme, vibrant performing arts, and leadership and service

opportunities through CCF and DofE. These experiences enable pupils to develop essential skills such as teamwork, leadership, creativity, resilience and empathy.

We are proud of our strong commitment to the community. Pupils engage in meaningful partnerships with local schools and care settings, and support charitable causes through fundraising and service projects, helping them to understand their responsibilities within both local and global contexts.

Looking ahead, we are excited to welcome our first cohort of girls into Year 7 in September 2026, ensuring that inclusion and community remain at the heart of all that we do.







THE LIBRARY

The Library is a calm, welcoming and purposeful space at the heart of a busy and active School. It is a place where pupils come to read, think, research, study and explore ideas beyond the prescribed curriculum. With study space for up to 80 readers, access to desktop computers and Wi-Fi, and a wide range of print and digital resources, it provides an important academic centre for the School community. The collection includes a wide selection of fiction and non-fiction texts, alongside journals and magazines that support curriculum study, current affairs awareness, personal interests and wider intellectual engagement.

This is an exciting moment in the development of the Library. Building on strong foundations, the School is considering how its physical environment, resources and services can evolve to meet the future needs of pupils and staff, particularly as curriculum developments across all key stages place greater emphasis on independence, academic enquiry and research skills. There is real ambition to strengthen the Library's place within the wider School community, ensuring that it plays an increasingly important role in supporting reading for pleasure, independent study, academic scholarship, teaching and learning, and staff professional development.

The Library works closely with academic staff and departments to support pupils' learning across the curriculum. Its resources encourage wider reading, support subject-specific enquiry and help pupils develop the confidence to locate, evaluate and use information effectively. Library staff provide guidance on research topics and methods, assist readers in using the Library Catalogue, and help pupils and staff access books, journals, magazines and e-resources. Requests for new resources are considered sympathetically, particularly where they support curriculum development, wider reading, academic enrichment or pupils' emerging interests.

All First Form pupils have an induction lesson on the best way to use Library resources. The Junior Library houses fiction and non-fiction specifically for Lower School use, and First and Second Form pupils enjoy a popular reading lesson every week

in this room. They are encouraged to read independently, write short reviews of what they have read and engage in peer recommendation.

The Library also contributes actively to the wider academic and cultural life of the School. Visits from popular authors are organised to inspire pupils, introduce them to new writing and share insights into the creative process. Recent visiting authors have included Caroline Lawrence, Jonathan Stroud OA, Anthony Horowitz, Tom Palmer, Tim Bowler, Chris Bradford, Bali Rai, Nikki Sheehan and Ben Davies.

As it enters this next phase of development, the Library aims to inspire a love of reading in all pupils and staff, while strengthening its role in supporting academic enquiry, research skills and the wider intellectual life of the School.





THE ROLE

To assist the Librarian in the efficient management of the Library, undertaking all activities involved in the daily maintenance and operation of the Library. At times taking sole responsibility for the management of the Library. Maintaining, at all times, an orderly atmosphere consistent with a quality learning environment.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Supervision of the use of the Library and its computers by pupils.
- Maintenance of an orderly Library atmosphere, ensuring suitable pupil behaviour.
- In the absence of the Librarian taking sole responsibility for the management of the Library.
- Assistance to pupils in the retrieval of information from Library resources.
- Advice and assistance to pupils on the use of library computers, including word processing scanning and the internet.
- Management of the computerised issue and return of books.
- Cataloguing of new books using the Library Management System.
- Production of Library documents, displays and general notices.
- Update and maintenance of accurate computerised student records.
- Responsibility for the timely issuing of reminders to pupils and teaching staff.
- Filing of books and maintenance of bookshelves.
- General maintenance of Library books, including covering and security tagging.
- Assistance with Library stock taking activities when required.
- Other Library duties as deemed necessary by the Librarian.

KEY PERFORMANCE INDICATORS

- Effective maintenance of the required Library atmosphere/ environment.
- Accuracy and efficiency of book issues, returns and reminders.
- Effective maintenance of the Library Management System.
- Level of constructive assistance given on use of Library computers.
- Level of efficiency and courtesy in dealing with enquiries.

KNOWLEDGE/SKILLS/ABILITIES

- Previous Library experience advantageous, but not necessary.
- Previous experience working in a secondary School environment advantageous.
- Highly computer literate (including Word, Excel, Outlook, online resources), experience with Library Management Systems advantageous.
- Ability to work effectively as part of a small team.
- Excellent organisational skills and strong attention to detail.
- Excellent communication skills both written and verbal.

SAFEGUARDING CHILDREN

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to always adhere to and ensure compliance with the School's Safeguarding Policy and procedures. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School they must report any concerns to the Headmaster.



STAFF BENEFITS

We believe that our staff are our greatest asset. We are proud to offer a generous and thoughtfully designed package of benefits to support your professional growth, wellbeing, and work-life balance.

Pension: A contributory pension scheme operated by the Pensions Trust. Details of which include a 6% employer contribution rate and a 3% employee contribution rate. There is the option to increase contributions and the School will contribute double the employee contribution up to a maximum of 11%.

Life Assurance: Four times annual salary.

Free On-Site Parking: Parking is provided at no cost to staff, with availability in the evenings and weekends too.

Complimentary Lunches: A free daily hot lunch is provided during term time for staff working over the lunch period, including vegetarian options, bistro-style dishes, homemade soups and a fresh salad bar.

Professional Development: Staff benefit from extensive professional development opportunities.

Fee Remission: Full-time staff receive a remission of two-thirds of school fees for children educated at the School. This provision is subject to the availability of places and to the satisfying of the School's usual entry criteria.

Health Care: Staff have access to Benenden Health Care who support employee physical, mental and financial health needs including 24/7 counselling and support helpline; 24/7 access to a GP; and discounted Health Assessments.

Cycle to Work Scheme: Through Cyclescheme, staff can purchase a bike or e-bike through salary sacrifice, saving up to 42%, depending on your tax band.

Salary Extras: All staff have access to Salary Extras, our online benefits platform, offering:

- Discounts on shopping, restaurants and leisure
- Health and wellbeing programmes

- An Employee Assistance Programme
- Financial advice and guidance
- Spread-the-cost schemes for technology and motor maintenance

Staff Accident Insurance: Claim money back for certain injuries or accidents occurring in and out of the workplace.

Counselling Support: Our on-site School Counsellor is available to staff (when not fully booked by pupils) for confidential mental health and emotional wellbeing support.

Annual Flu Vaccination: For staff not eligible for the NHS flu vaccination programme, the School offers free flu vaccinations every Autumn term.

Sports and Leisure Facilities: Enjoy full access to our excellent facilities, including:

- The fitness suite before/after school and on weekends
- The swimming pool (twice weekly and on weekends during term time; extended access in holidays)
- The Sports Hall, available for private use

Library Access: Staff can use our well-stocked School Library, offering a wide selection of fiction, non-fiction, academic resources, and online materials.





EQUITY, DIVERSITY AND INCLUSIVITY

St Albans School is committed to promoting equity, diversity and inclusion through the creation of an environment in which individuals have the opportunity to thrive and be valued for what makes them unique. We are committed to work to eradicate discrimination and prejudice, reduce barriers to learning and promote participation for all, responding to and embracing the diversity of our pupils, parents, staff, governors and volunteers.

The School recognises the benefits of having a diverse and representative school community who value one another and the contributions everyone is able to make. We celebrate difference and we provide opportunities to share perspectives and support one another.

We are members of the Schools Inclusion Alliance and strive to uphold the stated standards. The School is committed to the principle of inclusion and opposes any and all discrimination, including that defined in the 2010 Equality Act based upon age, sex, marriage and civil partnership, gender reassignment, race (including colour, nationality, cultural, ethnic or national origins), SEN and disability, sexual orientation, religion or belief, pregnancy and maternity status. The School will take all reasonable steps within its power to ensure that members of the school community are treated fairly and have the opportunity to participate in achieving their full potential, with additional support provided where appropriate.

All members of the community are responsible for supporting an inclusive environment and there is a designated EDI lead as well as a Governance Committee. Regular training on EDI is provided for staff to ensure they fully understand, and can facilitate and support, the School's ethos and aims for EDI.

Our pupils are taught across the curriculum and co-curriculum to respect themselves and others in a tolerant, understanding and multi-cultural community. The academic curriculum is regularly reviewed to ensure it is reflective of the cultures and backgrounds of our pupils. We have a programme of diversity events and a range of societies and forums to provide support, share experiences and enable pupil voice. Through the development of skills and values, embodied in our motto 'Non Nobis Nati' (Born not for Ourselves), we empower young people to live lives which will contribute positively to the benefit of wider society.



FURTHER INFORMATION

This vacancy is for an Assistant Librarian.

Reporting to the Librarian, the Assistant Librarian will support the effective day-to-day operation of the Library, promoting it as a welcoming and productive learning environment for pupils and staff. The role includes assisting with the management of library resources and systems and supporting pupils in accessing information and developing independent learning skills. In addition to contributing to the smooth running of the Library services, when required, the Assistant Librarian will take responsibility for the supervision of the Library in the Librarian's absence.

We are seeking an organised and enthusiastic individual with a strong passion for reading to share with and inspire our pupils. The successful candidate will be confident in providing support and assistance to pupils. They will have excellent communication and organisational skills, strong attention to detail, and the ability to work both independently and as part of a small team. Proficiency in Microsoft Office is essential, while experience working in a library with library management systems and/or experience working in a secondary school environment would be advantageous.

Weekly hours are 37.5, to be worked over five days, Monday to Friday, during term time plus two weeks during School holidays. Some flexibility is required regarding daily starting and finishing times to cover the opening times of the Library and can be discussed further at interview.

St Albans School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant skills and abilities. The School recognises the benefits of having a diverse community of staff and pupils who value one another and the different contributions everyone can make. All policies and practices conform to the principle of equal opportunities including recruitment, selection, training, promotion and career development. Staff are selected according to their suitability for the for the post, irrespective of background or protected characteristic.

The School is committed to safeguarding and promoting the welfare of children. Applicants must therefore be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Albans School is an equal opportunity employer, committed to diversity and the creation of an inclusive environment for all employees. Employment selections are made according to suitability for the post, irrespective of background or protected characteristic.

Applications should be submitted no later than noon on Friday 26 June 2026 through the MyNewTerm application portal available here:

www.st-albans.herts.sch.uk/information/vacancies/

The School reserves the right to make an appointment before the closing date, so early applications are encouraged.

