



# Appointment of Librarian

**INFORMATION FOR POTENTIAL APPLICANTS**



## Letter from Chair of Governors

Dear potential applicant

Thank you for your interest in the position of Librarian at Kingsmeadow Community School. I hope that you will find the information pack interesting and inspiring.

The governors are extremely proud of the school. It is a very exciting place to learn, for students and staff. New developments are becoming well established, taking the school forward to achieve its ambition of becoming an outstanding school and provide a 'World Class' education for its students. An innovative curriculum, effective teaching strategies and strong pastoral care continue to raise standards and ensure students become confident, lifelong learners. Last year Kingsmeadow gained its best ever GCSE results at a time where accountability measures continue to rise.

Governors and senior leaders are united in their aim that each individual student achieves his or her maximum potential regardless of prior achievement. Behaviour and pastoral care are exemplary. The school has an inclusive ethos and the gap between the achievement of Pupil Premium students (who make up about half of the school population) and others is narrowing year on year.

A very clear vision and school improvement plan all help staff to have clear aims and targets. Teamwork is well developed, with staff learning from and supporting each other, and there are opportunities to develop leadership skills. Staff are very well supported through performance management and a focused, relevant CPD programme which meets individual as well as whole school needs.

This is an exciting opportunity to join the school team and help shape the future of our school. I urge you to visit us to learn more and to see our excellent modern facilities at first hand.

Yours sincerely,

Steve Wraith  
Chair of Governors



April 2026

Dear Candidate

### **Librarian Vacancy**

We are excited to be opening our brand-new school library, designed to be a vibrant hub for reading, research and independent learning. We are seeking an enthusiastic and dedicated Librarian to lead and manage this important new space as from June 2026.

The successful candidate will have the opportunity to shape the library from the very beginning. You will be responsible for establishing and developing the school library as a welcoming, inclusive, and well-resourced learning environment. You will promote a love of reading across the school while supporting students and staff with research and information literacy skills.

### **Key Responsibilities**

- Set up, organise, and manage the school library collection
- Select, acquire, and catalogue books and digital resources
- Promote reading through events, displays, and initiatives
- Support students in developing research and information skills
- Work collaboratively with teaching staff to support the curriculum
- Manage library systems, loans, and records
- Create a positive and engaging library environment

If you require any further information prior to making an application, please contact the Office Manager; Michelle Lane at [mlane@kingsmeadow.org.uk](mailto:mlane@kingsmeadow.org.uk) or on 0191 4606004 ext 222.

I look forward to receiving your application. Further information about our school can be found on our website. We would welcome and encourage prospective candidates to visit the school.

Yours faithfully

Mark Barrett  
Head Teacher



## **THE POST: LIBRARIAN**

### **PROCEDURE FOR APPLICATION**

If you wish to be considered for this vacancy you should complete an application form on My New Term, giving the names and addresses of two referees (references will be taken-up prior to interview) together with a short covering letter of no more than two sides of A4 stating how your skills and experience make you an ideal candidate for the post.

The application details can be found on the school's website under Staff Vacancies. Candidates are kindly requested not to submit a CV instead of the application form.

Completed applications should be emailed to the Office Manager; Michelle Lane at [mlane@kingsmeadow.org.uk](mailto:mlane@kingsmeadow.org.uk). Applications must be received by noon on Monday 27th April 2026.

Interviews will take place between Friday 1st and Thursday 7th May 2026. Regretfully if you have not heard from us by this time you must assume that your application has been unsuccessful on this occasion, in which case the Governors and I would like to thank you for your time and your interest in the school.



## **ABOUT KINGSMEADOW SCHOOL**

Any welcome that I give here in writing can not do justice to the welcoming atmosphere that is felt on entering Kingsmeadow Community School. We are a community school in every sense of the word. At Kingsmeadow you will find an ambitious, dedicated and caring staff body working with students who have a real desire to work hard and succeed.

We pride ourselves on being a reading school. There is a dedicated reading lesson for every student in year 7 and year. Any students who are identified as struggling readers are placed into the appropriate tier of our highly successful reading intervention, which covers everything from individual phonics intervention through to small group reading for fluency. During Thrive on a Friday, every single student is involved in our tutor-led reading programme - reading from a range of ambitious and highly regarded texts.

The students who attend Kingsmeadow School come from an increasingly diverse community. Using our core values of Integrity, Resilience and Respect, we seek to equip our students with the skills they need to be successful citizens who contribute positively to society, whilst giving them the academic profile they need to be able to open up doors of opportunity in their future. Our strong academic curriculum is supported by a generous Character Curriculum which runs through years 7 to 13. This is delivered through our daily Thrive sessions, which account for two hours of curriculum time per week. These sessions incorporate much of the PSHE, RSE, SMSC and British Values education, as well as our own Character Curriculum.

As a Google Reference school we use the Google suite across the school. Teachers and students are well versed in using Google Classroom for classwork and homework. Students have good access to technology, with over 400 Chromebooks plus desktops available in school.

From September 2024, Kingsmeadow Community School has been on a journey of significant improvement. This is reflected in our behaviour, attendance and academic data, as well as through a very recent positive Ofsted experience. Moving forward, we have a number of areas for development which we are addressing, including: further improving inclusion in education; tackling inherently low-levels of literacy; ensuring that time in the classroom is used effectively; developing a praise culture for all.

I am looking to appoint the right person who can work with me and the senior leadership team in making the improvements that the students and community of Kingsmeadow Community School deserves.

Mark Barrett  
Head Teacher



## **LEADERSHIP STRUCTURE**

### **Headteacher**

Mr M. Barrett

### **Deputy Headteachers**

Mrs A Douglas

Mr S Ferguson

### **Business Manager**

Miss C. Bulman

### **Assistant Headteachers**

Mr G. Dunlop

Mrs M. Langley

Mr A. Milton

Mrs A. Lowery



## JOB DESCRIPTION

Job Title	Reports to	Effective Date
Librarian	Head of Literacy	June 2026
Salary Grade	Conditions of Service	Line management
NJC Grade D Points 6-7	37 hours per week. Term time only. Permanent.	No

This is not necessarily a comprehensive definition of the post and may be subject to modification or amendment after consultation with the post holder.

### Overall Objectives of the Post

The successful candidate will be responsible for establishing and developing the school library as a welcoming, inclusive, and well-resourced learning environment. You will promote a love of reading across the school while supporting students and staff with research and information literacy skills.

The post holder will:

- Deliver an efficient and effective day to day service provision, and delivery of a high-quality service to ensure a welcoming environment where customer needs are met.
- Set up, organise, and manage the school library collection
- Select, acquire, and catalogue books and digital resources
- Promote reading through events, displays, and initiatives
- Support students in developing research and information skills
- Work collaboratively with teaching staff to support the curriculum
- Manage library systems, loans, and records
- Create a positive and engaging library environment
- Provide library users with IT support and guidance
- Provide support to all age ranges and have the ability to occasionally deal with challenging behaviour.
- Ensure the general health and safety of the library and report any areas of concern.

- Support the delivery and facilitation of promotional library events and activities.
- Be committed to the safeguarding and promotion of the welfare of children and young people.
- Comply with and assist with the development of policies and procedures relating to child protection, behaviour, anti-bullying, anti-racism, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others

Kingsmeadow Community School is committed to safeguarding and promoting the welfare of young people so successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a duty of care for their own and others health and safety.

The above list is not exhaustive and other duties relevant to the post may from time to time be required. Variation may also occur to the duties and responsibilities without changing the general character of the post.

## Job Specification

Assessed by:           (a) Application           (i) Interview Process           (r) References

<b>Post Title: Librarian</b>		
<b>Essential</b>	<b>Desirable</b>	<b>Assess</b>
<b>Knowledge</b>		
<ul style="list-style-type: none"> <li>- Books and reading</li> <li>- Use of IT including the internet and email.</li> </ul>		
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>- English and Maths, GCSE Grade 4 or above (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>- Relevant qualification in library/information studies.</li> </ul>	(a)
<b>Experience</b>		
<ul style="list-style-type: none"> <li>- Building and maintaining positive working relationships.</li> <li>- Effective communication</li> <li>- Proven experience of being a positive and active member of a team</li> <li>- Using libraries</li> <li>- Delivering high standards of customer care.</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of working in a school setting</li> <li>- Experience of working in a library</li> <li>- Familiarity with library management systems.</li> </ul>	(a), (i), (r)
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>- A passion for reading and literacy development.</li> <li>- Ability to engage and inspire young people.</li> <li>- Listen and respond positively to feedback.</li> <li>- Customer focussed.</li> <li>- Team player.</li> <li>- Takes responsibility for personal organisation and achieving results.</li> </ul>	<ul style="list-style-type: none"> <li>- A desire and determination to make a significant whole school contribution.</li> </ul>	(a), (i), (r)



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| <ul style="list-style-type: none"><li>- Actively improves by developing new skills and knowledge, and learns from past experiences.</li><li>- Excellent communication skills</li><li>- High expectations of self and others.</li><li>- An inclusive approach to education and support</li><li>- Commitment to the protection and safeguarding of children and young people</li><li>- A patient and supportive nature.</li><li>- Adaptable and flexible in relation to the operational needs of the school.</li></ul> |  |  |
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