



Downe House



CANDIDATE INFORMATION PACK
GRADUATE LIBRARY ASSISTANT

Message from the Headmistress

Thank you for the interest that you have shown in joining us at Downe House. I hope that this information pack will give you a good overview of the position and working at our School, but if you have any queries then please do contact us, we are more than happy to help. I would recommend that you also take a look at our website where you will find a wealth of information about us.

Downe House is a very special place where we all work together with one common purpose of supporting our pupils to reach their full potential. There is a strong community spirit here, and all of our staff, whatever their role, play an important part in our success.

We seek to recruit the best staff at Downe House, and I could not be more proud of our committed team. We have high expectations, but in return we provide a supportive and friendly working environment, generous benefits, wide CPD opportunities and the chance to really make a difference.

I hope that you are interested in applying and we look forward to hearing from you.

With all good wishes



EMMA MCKENDRICK



About the School

Downe House is one of the UK's leading boarding and day schools for girls aged 11 to 18. With a charm and character of its own, the School is set on a beautiful 110 – acre site in the village of Cold Ash situated 3 miles from the market town of Newbury. The School is passionate about creating a strong learning and inspirational environment and community, where every individual matters.

Downe House was founded by Olive Willis in 1907, who held a strong belief that a school should meet the needs of young women proving educational excellence in a framework which was relaxed but structured. With over 550 pupils, approximately 30% of whom are international students, Downe House lives out the message that “each individual matters”, alongside the core values of kindness and respect for others. The aim is also to prepare girls to play a full and positive role as citizens of a global community and to become outstanding women of the future.

Our immersive education gives girls the freedom and space to nurture their talents at their own pace. Inspirational teaching, enriching Co-Curricular opportunities and personalised curricula bring out the best in each girl, with holistic pastoral support. The lifelong friendships formed here create an unrivalled network of talented alumnae helping each other succeed beyond Downe House.

The School has a reputation for academic excellence as well as outstanding pastoral care. We offer a flexible approach to suit the individual needs of our pupils and their parents, and girls have the choice of joining us as full boarders, flexi boarders or day girls. Many of the girls are boarders and they live in one of the twelve on-site boarding houses. The emphasis is very much on creating a ‘home from home’ environment and each house is staffed by a committed and caring team of staff – some of whom are residential.

Our international focus reflects our commitment and ambition to share our education management expertise on a global scale and to provide genuine opportunities for staff and young people all over the world. Academic staff have the opportunity to participate in the Global Teacher Exchange program, with our partner school in Australia. Selected pupils can also attend international schools for a short term or gain global internships for work experience. We are committed to creating a diverse and global community within our founding School in Berkshire, alongside our international schools in Oman and the Kingdom of Saudi Arabia as well as our pioneering online DH Academy.



Working for us

If you join us, you will be working for one of the leading independent schools in the country. We have a strong reputation both in the UK and overseas, with a significant international presence as well as global links. Under the leadership of the Headmistress and Leadership Team, we believe in never standing still and encourage everyone to be innovative and to have a forward-thinking approach.

We employ over 400 staff in a wide range of positions ranging from teachers, school nurses, housekeepers, matrons, administrators, accountants, and chefs to

name just a few. Whatever your role you will be joining a supportive community, and you will have an important part to play in the success of our School. We encourage everyone to get involved in the life of the School, and there will be plenty of opportunities for joining in with School events and activities, and mixing with other colleagues.

In a School setting every day is different and there is no doubt that you will be kept busy, but all our jobs are worthwhile and really do make a difference. We believe in supporting and valuing our staff.

“The School acknowledges the importance of nurturing its teachers by providing regular CPD opportunities throughout each term, in areas as diverse as neurodiversity and the integration of technology into classrooms.”



Employee Benefits



ANNUAL LEAVE

25 days + Christmas shutdown + Bank Holidays



BEREAVEMENT SUPPORT

practical, probate & emotional support



COMMUNITY & SOCIAL

regular social events for staff & family



CPD

weekly opportunities for learning & development



EMPLOYEE ASSISTANCE

confidential advice & counselling service



EYE TEST

annual free eye test & contribution towards glasses



FLU VACCINATIONS

annual on-site free vaccinations



FREE MEALS

daily nutritious & delicious meals



EMPLOYEE REFERRAL REWARD

£300 for successful referrals



FEE REMISSION

generous discounted fees



GROUP INCOME PROTECTION

75% salary



GYM

free access to on-site gym & discounts at local gyms



HEALTH & WELLBEING

a range of health benefits i.e. Virtual GP & Online Physiotherapy



LIFE INSURANCE

3 x salary



LINE MANAGER SUPPORT

in house workshops & Aspiring Middle Leaders programme



LOCATION

well connected, within easy reach of A34 & M4



PARKING

plenty of onsite parking



PENSION

generous employer contributory schemes



SWIMMING POOL

access to heated on-site swimming pool



TECH

Microsoft showcase school using leading technologies



WORKING ENVIRONMENT

beautiful semi-rural campus on 104 acre estate

The position

GRADUATE LIBRARY ASSISTANT (RESIDENTIAL)

Start Date: January 2026

Contract Type: 19 month fixed term contract

January 2026 – July 2027. Please note there is a possibility to extend this to 2 years.

Hours: Full time position, term-time only (34 weeks per year plus a few additional days before the start of term for INSET and start of term preparations).

Benefits: We offer a competitive salary, generous pension scheme, plus free meals, to name but a few of the benefits available to you.

We offer you the opportunity to live and work in a beautiful rural area.

Reporting To: Murray Centre Manager

JOB PURPOSE

- The Library Assistant will assist with the efficient organisation, management and administration of the Library, and carry out a range of duties as directed by the Murray Centre Manager and the Assistant Head (Operations).
- Be resident on the school site (single en-suite accommodation is provided) during term time, apart from times agreed with the Murray Centre Manager, and to be on duty in the Murray Centre to provide support to girls and staff at key times during the day, evening and weekends.
- Make a positive contribution to all matters concerning the Murray Centre and help to keep the Centre always looking its best. Assist with the organisation and delivery of a range of enrichment activities for pupils.

DEPARTMENT OVERVIEW

The Murray Centre is a multi-purpose facility at the heart of Downe House. It includes; Collaborative Learning Spaces; social spaces; 200 Seat Auditorium; Seminar Room; a well-stocked library; a Coffee Shop and the School Shop.

All members of the Downe House community make use of the Murray Centre and it is a busy and inspirational venue in which to learn and work. The Murray Centre opened in November 2018 and has hosted a variety of events from external speakers to art exhibitions; musical recitals to theatre performances and much more. The successful applicant will have a key role in shaping how the Murray Centre develops over the next few years.

Downe House has Graduate Assistant roles in other departments. Living accommodation is a private flat within a shared house with other Graduates.



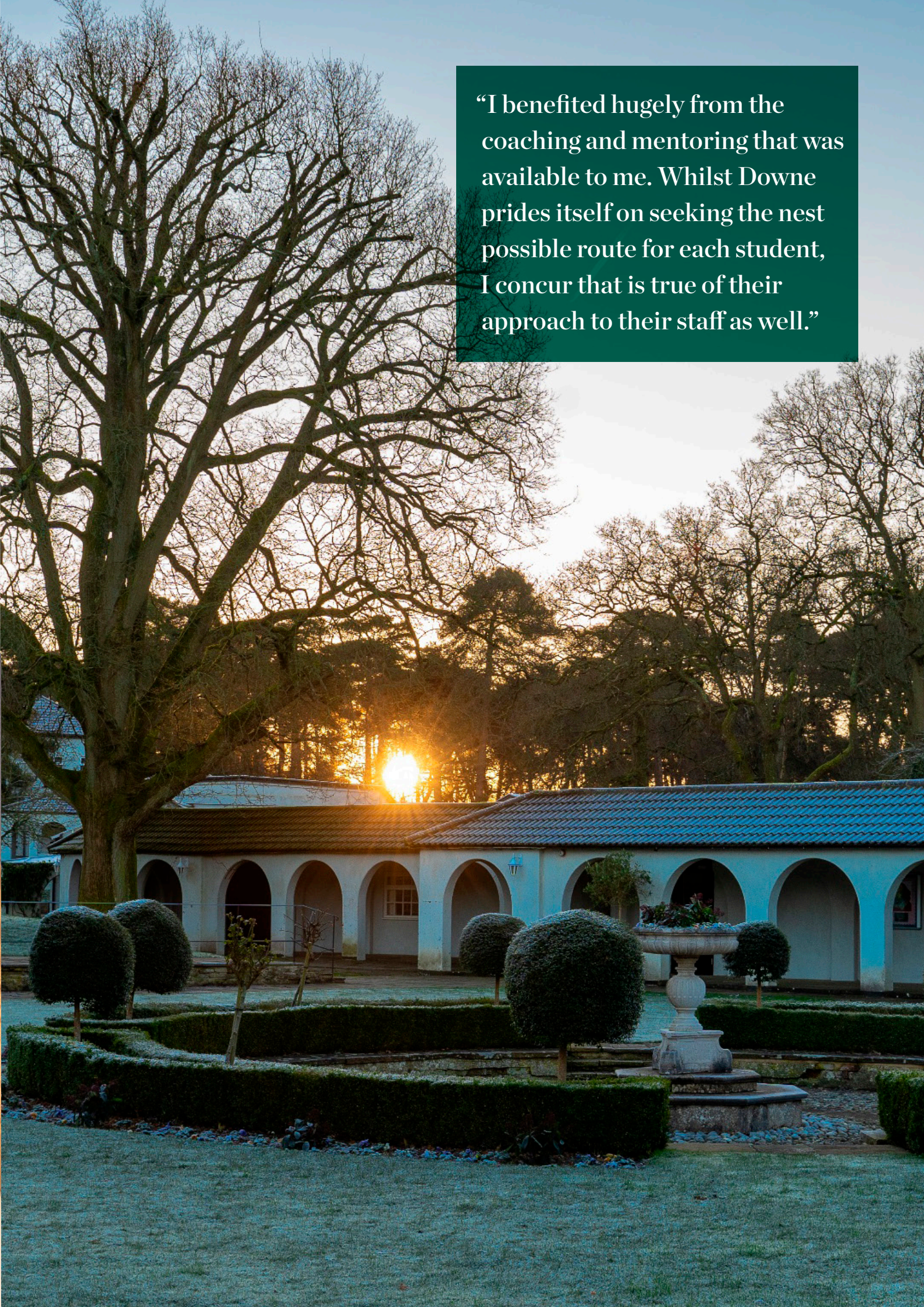
Inspiring girls

MAIN DUTIES AND RESPONSIBILITIES

- Responsible to the Murray Centre Manager in helping to maintain and develop the library collection; both printed and digital.
- Assist with the administration of the library collection.
- Assist students and staff with subject searches and sourcing information and books.
- Use the library management system to register loans and returns.
- Check returned books and replace them on the shelves, maintaining order.
- Ensure that the library is a welcoming and vibrant environment for all visitors with up-to-date displays and book recommendations and maintain a working environment conducive to learning.
- With guidance from the Murray Centre Manager, assist with the programme of faculty residencies. Work with the relevant Head of Faculty to develop the residency programme and provide operational and administrative support for the events and activities planned within the residency.
- To provide, as part of a team rota, suitable supervision of pupils and visitors during the day, evening and weekends.
- Manage the content of the digital signage within the Murray Centre as well as making sure that any fixed displays are up to date and curated to a high standard.
- Support events within the Murray Centre.
- Support the Murray Centre Manager in fortnightly Reading for Pleasure lessons.
- Maintain and update the Murray Centre Instagram account weekly.
- Work closely with the Literary Seniors to promote reading to the whole school community.
- Shutting down of the Murray Centre and Coffee Shop during evening shifts.
- Support the Murray Centre Team with administrative and IT tasks as required.
- Work with colleagues in maintaining high standards of pupil behaviour in the Murray Centre and to deal with pupil conduct issues in a firm but caring manner, with guidance from the Murray Centre Manager (or in their absence, the Assistant Head (Operations)), for any matter of serious concern.
- Maintain high personal standards of prompt arrival for Murray Centre responsibilities and events, and an appropriate professional appearance.
- Participate in appropriate supervisory duties shared by all members of staff.
- Be prepared to provide additional cover in an emergency.



“I benefited hugely from the coaching and mentoring that was available to me. Whilst Downe prides itself on seeking the nest possible route for each student, I concur that is true of their approach to their staff as well.”



Person specification

ESSENTIAL

- ✔ A passion for reading and developing literacy.
- ✔ Hold an undergraduate degree.
- ✔ A sense of fun and enthusiasm for organising educational events and activities for the girls by fully immersing yourself in the full boarding experience.
- ✔ Demonstrate a love of reading and literature.
- ✔ Efficiency, reliability, and strong IT and administrative skills.
- ✔ Excellent interpersonal skills, able to develop appropriate relationships when working with pupils, parents and colleagues.
- ✔ Good levels of literacy and numeracy.
- ✔ Ability to be flexible and motivated to work within a dynamic department.
- ✔ An enthusiasm and commitment to the provision of single-sex education for girls in a day and boarding environment.
- ✔ The ability to work as part of a team, accept direction and work on your own initiative.
- ✔ Willing to live in the residential accommodation provided during term time and provide Murray Centre cover at agreed times including evenings and weekends.
- ✔ A willingness to be fully involved with school events and to engage with the wider school community.
- ✔ A desire to expand upon one's own professional development.
- ✔ An abundance of confidence, energy and a good sense of humour!
- ✔ A commitment to safeguarding and promoting the welfare of children and young people and always adhere to the School's Child Protection Policy statement.

DESIRABLE

- ✔ Demonstrable experience or interest in working in a school setting or with young people.
- ✔ Knowledge of how libraries operate.
- ✔ Previous work experience in a library.
- ✔ Experience with Social Media and Canva.
- ✔ Possess a creative flair.

Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.

We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.



Inspiring girls



Downe House

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www.downehouse.net



The Downe House Podcast is available
on all major podcast platforms