

JOB DESCRIPTION

Assistant Librarian



DEPARTMENT	Vaughan Library and Harrow School Archive
REPORTS TO	Head of Library and Archive
RESPONSIBLE FOR	N/A
WORKING PATTERN	Part time, 16 hours per week, 33 weeks per year (term time only) Wednesday 09.00 - 13.30, Thursday 14.00 - 18.30, Friday 09.00 – 17.00. Saturdays on a rota 1 or 2 per term 08.30 - 12.30, Occasional evenings during public exams (your employment contract will give full details)
ISSUE/REVISION DATE	September 2026

BACKGROUND

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding houses, and there are about 120 teaching staff and over 500 non-teaching staff.

All members of staff work to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.

The Vaughan Library is housed in a beautiful George Gilbert Scott building and is both physically and academically at the centre of Harrow School life. It has over 450 visitors daily during term time and is, therefore, a busy place where pupils and staff enjoy exceptional resources that enhance both their academic and leisure interests. Library staff are key participants in the learning process of pupils.

The Vaughan Library's collections of contemporary and classic books and printed and online resources, are accessed through friendly, qualified librarians.

The library is open for 60 hours a week during term time: 08.30 to 18.30 on weekdays, 08.30am to 12.30pm on Saturday mornings, and 14.00 to 17.00 on Saturday and Sunday afternoons. During public exam periods, it is open until 21.00

THE ROLE

The postholder assists with cataloguing new books, managing the loan/return of books and stock, helping with readers' enquiries and using the library management IT system. You will also have the opportunity to assist with the School's historical archive, answering research enquiries, giving access to archival material and cataloguing items that are to be included in the archive.

You must be willing to gain knowledge of the stock of the library and Archive, as well as knowledge of the Archive Manager and Eclipse systems. It is also important for you to understand the primary purpose of the Archive/Library so that you can assist boys in the recovery of information and enhance the academic life of the School.

KEY RESPONSIBILITIES AND DUTIES

This job description reflects the core activities of the role and is subject to change as the department and the post-holder develop. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. In addition, the post-holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

The Assistant Librarian will be expected to carry out the following duties, the list of which is not exhaustive.

Buildings

- Be a key holder for the Vaughan Library and Archive, and check locks and alarms when opening and closing buildings
- Check fire doors and windows
- Deal with visitors and supervise boys and other library users
- Liaise with Harrow School Security team

Vaughan Library desk

- Use library management systems for loans and returns
- Keep a watch on security of the stock
- Assist with photocopier/printers/computerised catalogue/scanners
- Assist with readers' enquiries with a friendly and approachable manner
- Take an active part in developing boys' information retrieval skills
- Keep statistical records of use

Vaughan Library book stock

- Take an active part in the cataloguing of new additions to stock
- Maintain physical condition of bookstock i.e. jacket/spine/labels
- Assist in the care and preservation of the Archive collections, and maintain good order in the strong rooms (this is to include daily environmental monitoring)
- Maintain reservation request service
- Correspond with readers and give advice on research topics
- Check returned books and replace them on the shelves on a daily basis
- Maintain the necessary systems and procedures associated with the library such as copyright, photocopying, book stock etc
- Maintain strict order and tidy book stock regularly
- Assist the Head of Library and Archive in administrative tasks such as inputting data, compiling and updating lists, catalogues and indexes
- Checking, packaging, numbering and labelling items
- Daily use of the library management system Eclipse and Archive Manager

Displays – Vaughan Library and Archive

- Assist from time to time with specific projects and large-scale archival tasks, which will include handling dirty, heavy material
- Assist with exhibitions, presentations and other media work

Archive

- Assist users and answer enquiries
- Help with access to archival material
- Assist with cataloguing of Archive
- Assist in the care and preservation of Archive collections and maintain good order in the strong rooms
- Give advice and information to users and answer queries on common research topics in person, by post, telephone and email

- Maintain the necessary systems and procedures associated with research including areas such as copyright, photocopying, book stock etc
- Input data as required
- Compile and update simple lists, catalogues and indexes
- Check packaging, numbering and labelling of items

Personal development

- Be willing to undertake training and attend appropriate courses both in School and at other venues
- Awareness of School policies for child protection, health and safety, risk management and fire procedures

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding policies and procedures at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to his/her line manager or the School's Designated Safeguarding Lead.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR team. and it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

PERSON SPECIFICATION – ASSISTANT LIBRARIAN

Post-holders/candidates will be expected to demonstrate the following:

QUALIFICATIONS, EDUCATION AND TRAINING

ESSENTIAL

- A good standard of general education

DESIRABLE

- A degree or equivalent qualification in Library and Information Skills

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Previous library/archive/records management experience
- Knowledge and use of collection management software
- Knowledge of current relevant legislation (FOI, DPA and Environmental Information Regulations)
- Experience of using ICT (inc Excel, Word, databases)

DESIRABLE

- Previous experience of working in a School (or similar environment)

SKILLS AND ABILITIES

ESSENTIAL

- Excellent IT skills
- Able to achieve high levels of customer care
- Able to clearly communicate with the School community and external suppliers
- Able to work without direct supervision
- Able to promote a welcoming and helpful image of the Archive/Library
- Excellent organisational skills
- Excellent attention to detail
- Able to prioritise both administrative duties and readers' demands
- Able to work flexible hours (including weekends and evenings)
- Ability to deal confidently with enquiries
- Ability to develop a culture of mutual respect with pupils

PERSONAL ATTRIBUTES

- Self-motivated
- Uses initiative and shows patience when dealing with queries
- Enthusiastic and has a willingness to learn/develop
- Has an affinity with young people
- Tactful

- Enjoys being helpful and providing a high level of customer service.
- Able to work and contribute as part of a team

SCHOOL VALUES AND BEHAVIOURS

All staff are expected to conduct themselves in line with the School's values which are: **Courage, Honour, Humility** and **Fellowship**. While the School's values set out what matters most to us, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of our values.

COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge poor behaviour in ourselves and others.
- We are open to new ideas and seek fresh challenges.

HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions whilst setting them in the context of today.

HUMILITY

- We work hard to serve others within the School and across our wider communities where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and whatever the outcome, we celebrate those that took part.

FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We role model the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.