

Co-educational Independent Catholic Day School for ages 4-18 in St Albans

A group of six diverse children, three girls and three boys, are standing in a row on a green sports field. They are all smiling and have their arms around each other's shoulders. They are wearing school sports uniforms consisting of short-sleeved t-shirts in yellow, red, green, blue, red, and green, and black shorts with the school crest. They are also wearing white socks and white sneakers. The background is a blurred green field with some trees in the distance.

Librarian & Upper Prep Teaching Assistant

Application Pack



Welcome to St Columba's College

St Columba's College is located 25 miles from Central London in the cathedral city of St Albans in Hertfordshire. SCC is a thriving 4-18 independent co-educational day school, comprising a Prep of approximately 200 pupils and a Senior School of 600 students, of whom 160 are in the Sixth Form. Columba's is an academic and aspirational school devoted to scholarship and the holistic development of each individual child in its mixed-ability intake. The College underwent an ISI inspection in 2022 and was judged as excellent in every respect, with no areas identified for improvement. It was established in 1955 by the Brothers of the Sacred Heart and is a Roman Catholic foundation based on the educational philosophy developed by its founder Father André Coindre: to ensure a provision of education rooted in religious values, structured through friendly discipline, nurtured by personal attention, and committed to academic excellence. We are part of a vital and dynamic group of 12 schools located primarily across the United States and United Kingdom.

The Prep School is the start of a wonderful journey through Senior School and into the Sixth Form. Throughout each phase of education, Prep, Senior and Sixth Form, we create a nurturing environment where each pupil is challenged to achieve their own best academic standard, while becoming confident, resilient and compassionate individuals.

Our enthusiastic and experienced teachers and teaching assistants work closely with families to share their children's progress.

Overall Purpose:

To manage the resources of the Prep Library, promote and encourage a culture of reading throughout the school, and support teaching and learning as a part-time Teaching Assistant.

The Post Holder Reports to:

Librarian (Senior School).

Frequent working contact with:

Deputy Head Academic, English Subject Leader, SENDCo, Upper Prep Form Teachers and Parent Helpers.

Key Accountabilities:

- Promote literacy and a love of reading across the school.
- Organise and support reading activities, including book clubs, competitions, and author visits.
- Maintain and present library stock attractively, including interactive displays.
- Support reading development through reading lists, reading records, and reading challenges.
- Supervise and guide pupils in the library during class visits and lunchtime sessions.
- Organise and manage student library helpers.
- Ensure correct use of books, reference materials, and library equipment.
- Purchase and promote new stock in consultation with subject leaders.
- Maintain the Junior Librarian system including cataloguing and issuing books.
- Provide library inductions for new pupils and support research and ICT skills development.
- Provide classroom support as directed, including lesson and duty cover.
- Assist with testing new pupils and supporting those who missed assessments.
- Support the organisation of school events such as the Columban Fayre and Prize Giving.
- Attend field trips and chaperone academic teams as needed.
- Prepare termly updates for newsletters and an annual library report.
- Communicate with parents regarding library events and reading initiatives.
- Be proactive in working with the English Subject Leader to ensure that a culture of reading is promoted and fostered in school and supported at home. Ideas for this may include but are not limited to:
 - Running book clubs
 - Reading displays
 - Suggested book lists
 - Reading competitions

Safeguarding Children:

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the College's Safeguarding Policy at all times and to attend relevant safeguarding update training including off job and online courses. 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 College s/he must report any concerns to the Designated Safeguarding Lead and record on CPOMS.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties in consultation with the Head, that are deemed necessary for the smooth running of the school and which are commensurate with the responsibility and seniority of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

The Role:

- This post is part-time, term time only plus 5 Inset days and Open Morning (177 days). Attendance at the annual Columban Fayre is also required.
- Hours: 24 per week over 3 days, Monday, Tuesday and Thursday, 8 am to 4 pm including a daily lunch break.
- The actual pro rata starting salary will be £12,918.48 which is based on a full-time equivalent of £26,158.91 gross per annum. After the successful completion of a six-month probationary period, the salary may be increased to £13,060.39 based on a FTE of £26,446.28.
- Fee remission in line with the Staff Fee Remission policy in place at the commencement of employment for the children of permanent staff members educated at the College (pro rata for part-time and term time working).
- Free lunches and refreshments.
- Contributory Pension Scheme to which the College contributes 6%.
- Free car parking on site.
- Use of the College Fitness Suite outside of school hours.
- Access to confidential 24-hour counselling helpline.
- Cycle to Work and Tech Schemes.
- Eye Care Vouchers.
- Free annual flu vaccination.
- Support with continuing professional development.

Work With Us:

St Columba's is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including reference checks with past employers and the Disclosure and Barring Service.

If you wish to discuss the vacancy further, please contact Jackie Metcalfe, Head of HR at metcalfe.j@stcolumbascollege.org or on 01727 892095. To apply for this position, visit the Work with Us page of our website <https://stcolumbascollege.org/>

Application Process:

Closing date: 10.00 am on Monday, 23rd February 2026. Interviews will be conducted on 25th February. Early applications are encouraged as we reserve the right to call suitable candidates to interview prior to the closing date.



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St Columba's College is a Catholic Foundation of the Brothers of the Sacred Heart (US Province)