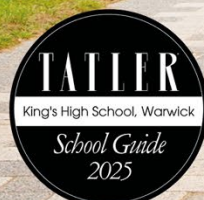




King's High School



Information for Applicants

Job Title: Librarian

To start September 2026

A message from the Head



I am delighted that you are taking the time to find out more about joining King's High – a remarkable school and a very special community.

I hope that this brochure conveys a sense of the inspiring and dynamic culture at our school and across our Foundation.

King's High is a very special community, where we strive for excellence and to make a difference in our world. Our community strength lies in our relationships – between staff, pupils, parents, across our Foundation family of schools, our alumnae and partnerships with our local community.

King's High is an exceptionally vibrant environment in which to work with a forward-looking, innovative ethos. Our expert staff show exceptional commitment to our students both in the classroom and in their wider endeavours.

I very much hope that you will be inspired by what you discover about us and that you will wish to be a part of this exciting community; I look forward to receiving your application.

Dr Burley
Head Master



The School

Founded in 1879, King's High School provides independent, single-sex day education for more than 800 students aged 11 to 18. The school is renowned for its friendly and welcoming atmosphere and its strong reputation as a centre for educational innovation. It is founded on a distinguished academic tradition tailored to the individual needs of our students. We pride ourselves on the outstanding academic performance and broader creative and co-curricular passions of our students.

We value friendship, social responsibility, intellectual curiosity, and creative thinking. Students are encouraged to follow their interests and excel in subjects they enjoy. Our aim is for our students to grow into happy, confident, and compassionate young women with the ability to reason, analyse, learn independently and exercise strong judgement and leadership.

As we celebrated our 140th year, the school moved into its stunning new home on the Myton Road Foundation campus in September 2019, joining Warwick School and Warwick Preparatory School. In 2021 The Kingsley School in Leamington Spa also joined our Foundation.

King's High School is one of the leading girls' schools in the UK. We are a multi-award winning school that has attracted considerable national attention for our recent work and innovations. We were recently crowned Senior School of the Year by the Independent Schools Association and won the ISA Award for Future Readiness. We have been Finalists for Girls' School of the Year for the last three years and were also Finalists in TES Independent School of the Year Award. We were recently ranked The Sunday Times' top independent school in the region for academic performance and Dr Burley won Tatler's Best Head of a Public School Award. Tatler described us as a 'school of the future' and we have also achieved a significant strength for our work on changemaking and community action in our latest ISI report. We currently rank as the 8th best girls' school for sport in the UK.

Above all, we are proud of our warm, friendly, and positive ethos which places our students at the heart of all that we do.

www.kingshighwarwick.co.uk



Warwick Schools Foundation comprises: King's High with Warwick Preparatory School, Warwick School with Warwick Junior School, and The Kingsley School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.



The Role

We are seeking to appoint an outstanding and innovative Librarian. The role is Part-Time, working term-time only plus Inset Days, from 11am to 4pm on a Thursday and Friday.

The successful candidate will have excellent communication and people skills, a positive mindset, and a forward-thinking approach to being a Librarian.

The successful candidate will be able to lead the school's approach to reading for pleasure, offering ideas and developing new initiatives to ensure that all pupils are encouraged to read widely.

Responsible to: Dr Seal, Senior Deputy Head, Academic.



Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Key Duties and Responsibilities

Lead the school’s approach to reading for pleasure, offering ideas and developing new initiatives to ensure that all pupils are encouraged to read widely

Work collaboratively with the other Librarian to share responsibilities and dovetail on planning and strategy

Promote the use of the Library for pupils of all ages, including through reading groups and other extra-curricular activities in order to engender a love of learning and inspire pupils to be curious, creative, independent learners

Control Library stock using computer technology, ensuring that online systems are up to date and in line with curriculum requirements; Catalogue and process Library stock and oversee the purchase of all stock, including books, periodicals, subscriptions and other resources

Purchase staff stock for subject libraries for Heads of Department, including textbooks

Ensure an effective loans and returns policy

Supervise students using the Library and instruct students in the use of Library and computer resources; train pupils, including those in Year 7, in the use of the library and carry out induction sessions for pupils as required, including for new students

Produce, in conjunction with Heads of Department, guides to specific resources and study skills relevant to each subject

Create and maintain displays inside and outside the Library

Complete the following miscellaneous duties as required:

Invigilation for entrance examination; attendance at Open morning during Autumn Term; assisting with Speech Day prizes; undertaking any other duties as may be reasonably required by the Head.



Further Details

The Employer is Warwick Schools Foundation.

Salary

The salary scale for this role is Point 19 – to Point 23
P19 £20,695 full time, £5,593 pro-rated
P23 £22,806 full time, £6,164 pro-rated

Benefits for Staff

- Staff Fee remission at our Myton Campus
- Complimentary lunch and refreshments
- Free parking
- A virtual GP and Physio service
- Access to a wide range of retail discounts
- Salary sacrifice schemes
- Use of the Sports complex for staff
- A strong, supportive staff community

Pension

Applicants will be automatically enrolled into a competitive contributory pension scheme (employer contributions up to 14%).

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Appointment Method

Interview

The Application Form

Candidates must submit a letter of application outlining how they meet the job and person specification and what they can offer to the Department and the School.

If you have any queries about the completion of the form, please contact Mrs Elisa Wathen (Head's PA)
e.wathen@warwickschools.co.uk



Appointment Timetable

Deadline for submission of applications : Monday 10th August at 12pm

Interview date: 19th August 2026



	Essential	Desirable	Method of assessment
Personal competencies and qualities	A wholly professional attitude to include: • A love of reading and of the promotion of reading for pleasure • The desire to form an exciting vision and execute it • Commitment to high standards • Support for school aims and policies especially in areas of health and safety and child protection • Ability to prioritise • Tact, discretion and loyalty • Friendly and helpful manner • Reliability and punctuality • Commitment to own professional development • Ability to be positive and enthusiastic • Ability to cope with pressure/workload • Vision/imagination • Initiative	• A willingness to contribute to extracurricular activities, school life and events	• Contents of the application form • Interview • Professional references
Safeguarding Children, Young People and Vulnerable Adults	• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school's policies • A willingness to adhere to the school's policy on safeguarding and to undertake training as required		• Contents of the Application Form • Interview • Professional references • Successful DBS Clearance
Equal Opportunities	• Understanding of the requirements of Equality and Diversity		





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