



FRANCIS HOLLAND
SLOANE SQUARE

HEAD OF LIBRARY

JOB APPLICATION PACK

FULL TIME or TERM TIME + 6 WEEKS

PERMANENT

SEPTEMBER 2025

SALARY c. £50,000 pa



39 Graham Terrace
LONDON
SW1W 8JF
Tel 020 7730 2971



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General Information

Francis Holland School Sloane Square is a highly sought-after, independent selective school of around 550 Seniors, including about 140 in a fast-growing Sixth Form. The School is located on a spacious site in a beautiful residential part of Belgravia, close to the Saatchi Gallery and many cultural institutions such as the Victoria and Albert Museum, the Science and Natural History Museums, the Royal Academy and the Tate Galleries. The proximity to Imperial College offers us unparalleled access to lectures and support.

The School has enjoyed some significant building developments in recent years to accommodate a dramatically increasing roll and our vision for creative learning for the real world. Most recently, the Sixth Form has moved into a spacious and inspirational building called The Old School House, which forms a bridge with the local community and provides an exciting environment for young people to develop their entrepreneurial talents.

Ours is a vibrant international community: pupils come from all over London and families from major cities abroad often seek places for their children here as a priority. Each member of staff is involved in the pastoral life of the School, normally as a Form Tutor, and the care of the children is renowned and exceptional. A team of counsellors provide constant support to the pupils and staff, reflecting our emphasis on supporting wellbeing.

A very wide range of co-curricular opportunities is offered to the pupils, and all staff contribute to this vibrant dimension of the School. Over sixty clubs and societies, outstanding music and drama opportunities and renowned art department are complemented by an exceptional sporting reputation which benefits from the superb facilities of nearby Battersea Park. Overseas trips and annual expeditions for all pupils build resilience and independence. The School has a distinctive emphasis on creativity and innovation, and all pupils learn to use their 'time, talent and treasure' in the service of the local and wider community. Volunteering and fundraising are strong, and all girls develop an understanding of social enterprise, with many setting up their own business ventures. The School has several energetic partnerships, including a link school in Tanzania.

Academic standards are consistently high throughout the School, placing it amongst the most successful schools in the UK. On leaving, after A Levels, girls proceed to a wide range of prestigious higher education courses, sometimes after a gap year.

The staffing ratio is generous and the School has its own attractive salary scale. Interest free travel loans are available for new appointments.



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Role Overview

This is an exciting time in the future of Libraries at Francis Holland Sloane Square, as FHS Prep has located to a new site at Manresa Road. The Head of Library will play a pivotal role in the strategic development and expansion of a culture of research within the school. This will centre around ensuring that the library is a dynamic space, where students embark on intellectual journeys guided by a skilled librarian who will foster innovation, curiosity, and critical thinking among students of all ages.

Our expectations are:

- Promoting and safeguarding the welfare of children and young people for who you are responsible and with whom you come into contact
- To implement and develop the School Library Policy, in accordance with the School Development Plan, that ensures the safeguarding of students using the Library.
- Advising the Head and Governing Body on all aspects of strategic leadership of the school's library provision.
- Work closely with the librarians at Francis Holland Prep, and other schools in the Trust, to share best practice and dovetail strategic development plans.
- Actively promoting reading to all pupils, teachers, and staff.
- Leading on embedding research skills throughout the school ensuring that academic integrity is developed and integrated into teaching and learning. This will involve working with teachers, teaching workshops on research skills, critical thinking, and use of resources.
- Supporting teachers supervising and pupils researching project qualifications, as well as ensuring development of pupils independent study skills.
- Stock selection and purchase of books and materials for the library in all appropriate formats in consultation with various Heads of Departments and teaching staff.
- Management and organisation of the library including processing, classifying and cataloguing books.
- Managing the library budget: including funds allocated for the purchase of library materials, equipment and furniture and the development of information services from school funds and other sources.
- Reviewing and monitoring of stock.
- Shelving, tidying, and repairing books as needed throughout the day.
- Supervision of library, maintaining an effective learning atmosphere for study and reading, including prep club.
- General library duties including producing updated reading lists and creating book displays.
- Helping students to locate and retrieve information and advising them on choice of leisure reading.



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- To supervise and oversee study in the library including timetabling, general discipline, and induction into the use of the library's facilities.
- To develop, in consultation with teaching staff, the provision of information services using appropriate technology to support the curriculum and individual information needs.
- Manage author visits, speakers and events such as World Book Day, to promote literacy and inspire students.
- To establish, develop and maintain co-operative links and networks with other Library professionals.
- Manage the recruitment of student librarians, including devising a student librarian rota and ensuring that they are fully trained to carry out their duties correctly and appropriately.
- Leading extracurricular book related clubs and activities as part of the enrichment curriculum.
- Devote energy and enthusiasm to the school archives through cataloguing, sorting, scanning, arranging, and displaying the records and artefacts.
- To develop the library/literacy area on SharePoint, to promote reading, critical thinking, and research.
- To edit the school magazine.

General Duties:

- Follow individual responsibilities as defined in the School's Health & Safety Policy.
- To promote and safeguard the welfare of children and young people, adhere to and ensure compliance with the school's child protection policy.
- Support and promote the School's ethos, aims and objectives.
- Participating in meetings at the School, which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements as appropriate.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.



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Person Specification

Experience, Education and Qualifications:

- Experience as a Librarian in an academic / school Library environment.
- Experience of delivering lessons / teaching.
- An awareness of children's welfare and the promotion of their safety and wellbeing – noticing any safeguarding or welfare concerns and understanding how and when to take appropriate action.
- Degree level education in a relevant subject area.
- Appropriate professional accreditations e.g. CILIP Certification/Chartership (Desired).

Skills, Abilities and Attributes:

- Excellent interpersonal skills and the ability to build relationships with a variety of stakeholders.
- Ability to enthuse others about reading, both for knowledge and for pleasure.
- Skills and confidence to be able to instruct groups of young people.
- Self sufficiency and capacity to work independently.
- Meticulous attention to detail.
- Ability to manage multiple projects/events and plan, organise and determine own workload to meet tight deadlines.
- High level IT skills, with a clear understanding of the potential uses of technology in the Library – including proficiency in electronic and web-based resources, and digital and social media platforms.
- Understanding the standards and practices in digital information management and preservation.
- Ability to manage a budget.
- A passion for books and or the promotion of scholarship and independent learning.
- A lively, proactive approach, and a keen interest in inspiring and motivating young people and an ability and willingness to support colleagues

Further Training and Development:

- Reviewing from time to time your methods and programme of work;
- Participating in arrangements for your professional development;
- Undertaking such training as may be reasonably required by the School to enable you to adapt to the changing requirements of the School and your role as may be necessary to fulfil the School's statutory or regulatory obligations.

Staff Handbook:

- Further details of day-to-day duties for all staff are specified in the Staff Handbook.



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School Expectations

Detailed below are the main professional requirements expected of all staff at Francis Holland:

- promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact;
- to act in accordance with the aims, policies and procedures of the School and department;
- to foster a disciplined and stimulating learning environment and to encourage enthusiasm for learning, and understanding of the subject;
- to teach and prepare carefully allocated lessons using resources and strategies suited to the age and ability of the girls, in accordance with the syllabus; to contribute to planning schemes of work, as appropriate;
- to be responsive to the needs of individual girls and to liaise with the Head of Learning Strategies and other staff with specific requirements when necessary;
- to set prep, mark work and keep records as required; to monitor the progress of allocated groups and individual students; to assist in invigilating, setting and marking examinations, and in internal moderation;
- to be punctual and to meet deadlines;
- to attend staff and departmental meetings when in school, and to contribute as appropriate to administration and development; for example, to contribute to discussion and development of teaching and learning strategies;
- to keep up to date with subject and professional developments; to be willing to participate in relevant INSET; to participate in staff appraisal; to undertake continuing professional development;
- to attend parents' evenings and meetings with parents, write reports and respond to parental inquiries;
- to take appropriate educational visits; to support/contribute to co-curricular activities as may be reasonable; to attend church services, certain special events and designated assemblies;
- to take pastoral responsibility as appropriate;
- to follow Health and Safety procedures;
- to share in the provision for cover for absent colleagues and other duties;
- to foster good relations within the school community;
- to carry out any other responsibilities which may be reasonably be required or delegated by the Head of Department and/or Head;



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Staff Benefits

Our benefits package includes:

- Wellbeing Scheme
- Cycle to Work Scheme
- Life Cover
- Free school lunch during term time
- Interest free travel and computer purchased loans
- A vast range of retail and entertainment discounts
- Enhanced Maternity Pay and Paternity Leave
- 50% fee remission for own daughters
- Outstanding professional development opportunities
- Accredited ECT induction with reduced timetable and mentor support
- Approximately 20 fewer teaching days per year compared to the maintained sector
- Smaller class sizes compared to most maintained schools

Further information about the benefits package is available from peopleteam@fhst.org.uk

Application

Interested candidates are invited to submit an application via My New Term. The closing date for applications is **8:00am Wednesday 27th August**. Long-list interviews will take place on Teams on **1st and 2nd of September**. Shortlist interviews will take place in person on **5th of September**. The school reserves the right to appoint at any stage.

All appointments at Francis Holland School are conditional upon clearance by the Disclosures and Barring Service (DBS testing).

Francis Holland Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo our safer recruitment checks and child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). This role is classed as regulated activity with children as it involves teaching, training or supervising children on a day-to-day basis and is exempt from the Rehabilitation of Offenders Act, 1974. Francis Holland Schools Trust champions diversity and inclusion in the workplace and strongly encourages applications from all sections of the community.