



*Where young
people are*
**known,
valued &
treasured**



Library Assistant

Application Pack

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



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. The College is a thriving 4-18 independent co-educational day school, comprising a Prep School of approximately 200 pupils and a Senior School of 600 students, of whom 160 are in the Sixth Form.

St Columba's is an academic and aspirational school devoted to academic excellence and the holistic development of each individual child. 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 an integral part of a dynamic group of 12 schools located primarily across the United States.

Library Assistant

We are seeking to appoint a confident, caring and organised individual to join our Library team. The successful candidate will support the day-to-day operation of the Library, ensuring that it provides a quality learning environment for our students in the Senior School. Previous library experience would be advantageous but not essential as is the ability to use computerised library and IT systems.

Our library provides a broad range of learning resources including over 15,000 fiction and non-fiction books, newspapers, subject periodicals, and an impressive collection of DVDs and audio-books. The library is also equipped with computers, of which a number are reserved for Sixth Form use. There are private and group study tables and a designated comfortable reading area.

Responsible for: The routine tasks necessary for the smooth, day to day running of the Senior School Library and the provision of a quality learning environment.

Responsible to: Librarian



Key Tasks

- Operating the circulation system (Accessit Library Management System) - maintaining the catalogue, issuing and returning books, operating reservations system, managing overdue stock
- Ensuring that Library stock is in good order - processing new materials purchased, shelving and filing new and returned books, repairing/ relabelling stock
- Looking after the Library environment - designing eye-catching and creative displays and posters for the Library and to promote reading around the College, keeping noticeboards tidy and up to date
- Joint and independent supervision of the Library, including lunchtime/after-school study periods, particularly helping readers with enquiries, with choosing the right book and with questions about photocopying and technology for learning
- Helping to train and support Student Librarians
- Helping ensure Library pages on the school intranet and Accessit dashboard are up to date
- Providing support at Library events and activities/clubs
- Providing support in Library lessons and with Accelerated Reader Programme
- Managing the Library in the absence of the Librarian, including supporting/delivering lessons as required and deputising at meetings
- Helping with DofE volunteers in the Library (recycling)
- Supporting the College charism (ethos) and community by attending and assisting at College events as required
- Ensuring students are safe and thrive by applying College policies, including those on safeguarding (see below), and developing positive attitudes by rewarding students' efforts / addressing behaviour through fair and consistent use of College systems
- Attending staff training sessions and meetings as required

Generic Responsibilities

- Responsibilities carried by all staff in the College to comply with the contract of employment
- Follow the College's Safeguarding policies
- Play a full part in the life of the College community to support its distinctive charism, mission, ethos and charism and to encourage colleagues and students to follow this example
- Any other work as reasonably requested by the Headmaster

Working Environment

- Lifting, carrying, bending
- Working at height

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the College's Child Protection Policy at all times and to engage with relevant safeguarding training and updates as requested, including in-person training and online courses, which may be beyond the usual working hours. 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 School s/he must report any concerns to the Designated Safeguarding Lead and record on CPOMS.

The Role

- Part-time role, term-time only + 5 Inset days + Open Morning (September).
- 24 hours per week, Monday/Thursday/Friday 11 am to 5.30 pm and Wednesday 8am to 2.30 pm, inclusive of a daily 30-minute unpaid lunch break. There is also a requirement to attend the annual Columban Fayre (November).
- Salary inclusive of holiday pay will be dependent upon qualifications and experience.
- Fee discount for the children of permanent staff members educated at the College and in line with the Staff Fee Remission policy in place at the time of appointment (pro rata for part-time and term-time staff).
- Free lunch, tea/coffee/biscuits/fruit.
- Eye Care Vouchers.
- Cycle to Work and Tech schemes.
- Confidential counselling help-line.
- Support with continuing professional development.
- Contributory pension scheme (6% employer contribution).
- Use of the College Fitness Suite outside of school hours.
- Free on-site parking.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with the level of responsibility may be either permanently or temporarily assigned as part of the job.

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 this vacancy further, please contact Jackie Metcalfe, Head of HR, at metcalfe.j@stcolumbascollege.org or on 01727 892095. To apply for this position, visit our website stcolumbascollege.org

Application Process

Closing date: 10 am on Monday, 16th March 2026.

Interviews will be held on Monday, 23rd March. Early applications are encouraged as we reserve the right to call suitable candidates to interview and to appoint 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)