



Warwick Preparatory School

## Information for Applicants

**Job Title: School Librarian Part Time 14 Hours per Week**

**To start: September 2026**

# A message from the Head



A warm welcome to Warwick Preparatory School; I am delighted that you are considering applying to work here.

Warwick Preparatory School is a large day preparatory school situated a few minutes' walk from the historic town centre of Warwick and within a skillful longbow shot of Warwick Castle. It occupies a fine site with exceptional facilities and is a flourishing community of around 500 pupils from the age of 3 to 11 including a Nursery of some 60 children. We share our campus with Warwick School and King's High School.

We are a forward-thinking and vibrant school, built on traditional values and the pursuit of excellence in all we do. My team of staff are highly skilled and exceptionally dedicated, enabling our children to fulfil their potential and be the best they can be.

I hope this information gives you a sense of our very special school, I very much look forward to receiving your application.

**Hellen Dodsworth**  
Headmistress



# The School

Warwick Schools Foundation comprises: Warwick Preparatory School, Warwick Junior School, King's High School, Warwick 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 on the Warwick campus, and, from September 2025, co-education 3 – 18 on our Leamington campus. 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 Pre-Prep (Nursery to Year 2) at Warwick Prep includes girls and boys, with each class teacher having full-time Teaching Assistant support. All the boys leave at the end of Year 2 with the vast majority moving on to Warwick Junior School on the other side of the campus. In the Prep Department (Years 3 to 6), there are two or three forms in each year. Pupils are taught and looked after by a Form Teacher who will take them for a number of academic subjects, but in addition there is specialist teaching in Science, French, D&T, Art, Games/PE, Music and Computing. At the end of Year 6, the vast majority of girls make the natural step to our sister school, King's High.

Warwick Prep has world-class facilities for the very best opportunities and experiences in the 21st century, with everything from a spacious Nursery to Art and DT Studios, Forest School, science laboratories and a separate music school. Our facilities include a sports hall, a gymnasium, specialist teaching areas for Science, Art, Music, Design and Technology, as well as a computing room. There is a very well stocked, modern library at the heart of the school, and this is managed by our school Librarian. Our links with the two senior schools on our site give us access to many superior facilities including a swimming pool, some 40 acres of grounds, a professional theatre venue (Bridge House Theatre) and Warwick Hall. Warwick Prep School is certainly an exceptionally stimulating educational environment.

The Headmistress, Mrs Hellen Dodsworth, is a member of IAPs and is responsible for the leadership and management of the Prep School. She is very ably supported by the Senior Leadership Team which includes Mrs Dee Alder (Deputy Head), Mrs Deborah Ward (Head of Prep Department), Mrs Gill Smeeton (Head of Pre-Prep Department) and Mrs Julie Johnson (Director of Studies).

Numbers at the school are extremely healthy, with waiting lists in many years. The school has a long-standing academic reputation but is also known for its very friendly, family atmosphere, where children can enjoy their childhood, develop a love of learning, and become confident, creative, and independent young people. The school looks to develop the talent of each and every child and the successful applicant for this post will be able to play a significant role in ensuring that this continues to be a key feature of the school.

[www.warwickprep.com](http://www.warwickprep.com)



# The Role

Our Library is situated at the heart of the school and is a place of reading, learning and innovation. It provides a quiet space for children at certain times of the day and, at other times, is a hive of activity.

We are seeking to appoint an outstanding, innovative and compassionate Librarian to work alongside our current Part-Time Librarian. The role is part-time, working Tuesday through Friday 10.15am – 1.45pm Term-time only plus our 4 Inset days.

The successful candidate will have excellent communication and people skills, a positive mindset, and a forward-thinking approach to developing a love of reading, fostering leadership skills and delivering excellence in public speaking.

The successful candidate will take responsibility for running the Library (Tuesday-Friday) and managing the work of our pupil Librarians and Library Captain. They will also oversee the small Library based in the Pre-Prep.

Reporting to the Head of English, our Librarian has a key role in developing the wide range of skills in our English curriculum. Our Librarian will lead the school's approach to reading for pleasure, offering ideas and developing new initiatives to ensure that all children are encouraged to read widely.

The Librarian will promote the use of the Library for children of all ages, including through reading groups and other extra-curricular activities and engender a love of learning, inspiring children to be curious, creative, independent learners.



# 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

### 1. Administrative

- Maintenance of books, general stock and computerised catalogue system.
- Responsibility for library budget and the purchase of books/resources for the main library.
- Maintaining booking system for the school library computers.
- Collecting and maintenance of school archives (books and photographs, etc).
- Develop and maintain vibrant, engaging library displays that celebrate books, authors, and themes, creating a welcoming environment that inspires curiosity and fosters a lifelong love of reading across the school community.

### 2. Academic

- Be available during lesson times to support children to undertake research work, helping them to develop work study skills, and lead story telling sessions.
- Lead guided reading sessions with children as directed by the teacher.
- Supervise breaktime and lunchtime library activities for Middle and Upper School children.
- Provide training in Public Speaking, supporting the children with various events.
- Organise library competitions, events, author visits, assemblies and book fairs.
- Run book clubs and ‘Readathons’ as appropriate.
- Assist teaching staff as necessary when library is in use for lessons.
- Assist the Deputy Head with assessment days.

### 3. Other

- Attend as an extra member of staff on school visits and undertake lunch duties as requested.
- Attend staff in-service training, when applicable (four INSET days each year)



# Further Details

**The Employer** is Warwick Schools Foundation.

## Salary

The salary scale for this role is Point 15 FTE £24,623

Actual £7,260

## 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 HR at

[HR@warwickschools.co.uk](mailto:HR@warwickschools.co.uk)



## Appointment Timetable

Deadline for submission of applications  
(on the standard application form): 12 noon 26<sup>th</sup> June 2026

Interview date: TBC (provisional dates Friday 3<sup>rd</sup> July or  
Tuesday 7<sup>th</sup> July)



# Person Specification

	Essential	Desirable	Method of assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to a high level with good Maths and English, and evidence of continued professional development in a relevant field.</li> </ul>	<ul style="list-style-type: none"> <li>Degree level or equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the Application Form</li> <li>Copies of qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working with young people to inspire reading for pleasure.</li> </ul>	<ul style="list-style-type: none"> <li>Working in a library setting with experience of culturing an atmosphere of creativity, curiosity and independent thinking</li> <li>Experience of event management</li> <li>Good knowledge of ICT applications and experience of working with ICT database systems</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the Application Form</li> <li>Interview</li> <li>Professional references</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to form positive relationships with pupils, colleagues and other professionals.</li> <li>Ability to respond to the needs of a range of learners through activities and book recommendations.</li> <li>Excellent organisational skills.</li> <li>Ability to form new ideas in order to promote reading for pleasure.</li> <li>Ability to work independently, using own initiative.</li> <li>Excellent communication skills and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to make use of a range of pedagogies to inspire pupils</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the Application Form</li> <li>Interview</li> <li>Professional references</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>An understanding of the different roles within a school setting and how the Librarian can support these.</li> </ul>	<ul style="list-style-type: none"> <li>Confident knowledge of library management systems and online resources to enable learners to succeed.</li> <li>An up-to-date awareness of Health and Safety issues</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the Application Form</li> <li>Interview</li> </ul>



	Essential	Desirable	Method of assessment
<b>Personal competencies and qualities</b>	<p>A wholly professional attitude to include:</p> <ul style="list-style-type: none"> <li>• A love of reading and of the promotion of reading for pleasure</li> <li>• Commitment to high standards.</li> <li>• Commitment to own professional development.</li> <li>• Commitment to collaboration, where appropriate, with other schools in the Foundation.</li> <li>• Support for school aims and policies.</li> <li>• Ability to be positive and enthusiastic.</li> <li>• Tact and discretion and understanding the importance of confidentiality and discretion.</li> <li>• Loyalty and dependability.</li> <li>• Soundness of judgement.</li> <li>• Ability to prioritise and organise self.</li> <li>• Ability to listen and work in a team.</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to contribute to extracurricular activities, school life and events</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with the school's policies.</li> <li>• A willingness to adhere to the school's policy on safeguarding and to undertake training as required.</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the Application Form</li> <li>• Interview</li> <li>• Professional references</li> <li>• Successful DBS Clearance</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Understanding of the requirements of Equality and Diversity.</li> </ul>		





King's High School  
Warwick Preparatory School

King's High School  
Banbury Road, Warwick CV34 6YE  
01926 494485  
[kingshighwarwick.co.uk](http://kingshighwarwick.co.uk)

Warwick Preparatory School  
Banbury Road, Warwick CV34 6PL  
01926 491545  
[warwickprep.com](http://warwickprep.com)