

ASSISTANT LIBRARIAN

REQUIRED FOR NOVEMBER 2026

CANDIDATE PACK



James Allen's Girls' School

JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1200 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. This post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

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MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. As Head, it's absolutely my belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

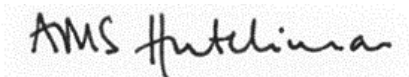
At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

It is an enormous privilege to lead this exceptional school, where all members of our school community share a passion for life and learning.

I hope that this matches your educational vision and look forward to welcoming you soon.



MRS ALEX HUTCHINSON, MA (OXON) PGCE



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WORKING AT JAGS

Working at JAGS is about more than simply coming to work — it's about joining a vibrant, supportive community. Whether you are a teacher, a gardener, an IT technician or part of our wider support team, you will find friendly, welcoming colleagues who immediately make space for you and help you settle in.

From your very first day, you will take part in a varied and engaging induction programme designed to introduce you to the whole community. You'll quickly gain a sense of belonging and an understanding of how your role contributes to life across the school.

We are proud of our culture of continual improvement. Staff at JAGS feel seen and are supported to grow. We work closely with all colleagues to offer meaningful development opportunities and encourage professional curiosity at every stage of your career.

Our students are intellectually curious and motivated, and this brings real purpose and enjoyment to the work we do. You will have the professional freedom to use your judgement in shaping your work — whether in the classroom or supporting the community through our administration, operations, grounds and facilities.

We strive to create a warm and supportive environment not only for the students, but also for the dedicated and talented colleagues who choose to work here. With exceptional facilities, a commitment to staff wellbeing, and countless opportunities to get involved in school life, JAGS offers a truly rewarding place to build your career.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community.

We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
 - Competitive salary
 - Defined contribution pension scheme with 10% employer contributions
 - Enhanced sickness, maternity and paternity pay
 - Free onsite parking and bicycle storage
 - Free gym membership with discounted family rates
 - Employee Assistance Programme
 - Free lunches, tea and coffee all year round
 - Free access to the Dulwich Picture Gallery
 - School fee discount
 - Cycle to work scheme
 - Cycle hire scheme
 - Interest-free computer loans
 - Interest-free transport season ticket loans

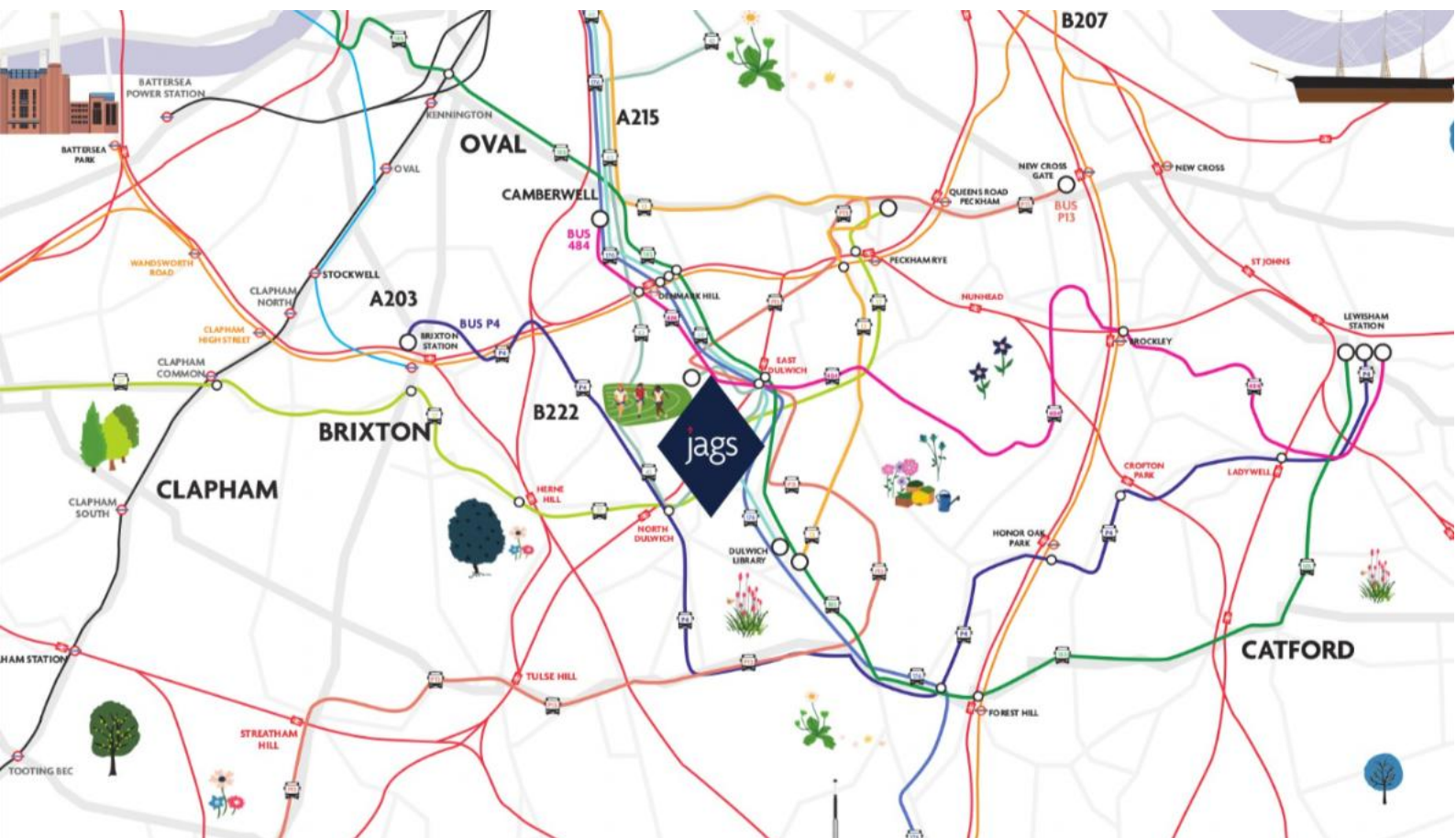
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LOCATION & FACILITIES

Based in leafy Dulwich, South London, JAGS is spread across two sites. Our Pre-Prep is located in a beautiful Edwardian family house in Dulwich Village itself. Just up the road, at 144 East Dulwich Grove, is our main site, which houses our Senior and Prep Schools.

Despite our central location, JAGS is a green and spacious site. Our extensive grounds and facilities include 22 acres of playing fields, a sports centre, our botany gardens, a state-of-the-art community music centre, a purpose-built theatre, an ozone-filtered swimming pool and so much more.

Conveniently placed in Zone 2, both sites are within a stone's throw of North Dulwich station, as well as on the main bus routes from Herne Hill and Lordship Lane. We are a 5-minute walk from North Dulwich station, with regular trains towards London Bridge, as well as towards Caterham and Beckenham Junction. Herne Hill Station is a 20-minute walk or 5-minute bus ride away. We are also on the 37, 42 and P4 bus routes, with stops outside the senior school or a short walk away.



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JOB DESCRIPTION

JOB TITLE

Assistant Librarian

TERMS & CONDITIONS

Term time only plus three weeks during school holidays

10am to 6pm with 1-hour unpaid break each day, Monday to Friday

SALARY

Full Time Equivalent Salary - £32,500 - £42,000 per annum

Actual Salary - £27,202 - £35,154 for working 35 hours per week for 38 weeks per year

Overview

The purpose of the role is to be part of a small team ensuring that the Senior School library offers the most effective support possible to its users throughout the school day, and ensuring the online resources are available during vacations.

The postholder will be responsible for providing high quality support to students and staff in the Senior School, and assisting in managing the library's resources and space effectively. The post holder will play a key role in ensuring that the library offers a calm and welcoming environment for all its users and will be expected to contribute fully to library-based events and activities.

Main Responsibilities

- To be part of a team ensuring an effective lending and reference service is available throughout the school day
- To be part of a team supporting all library users to maintain an acceptable standard of behaviour to facilitate a welcoming, calm and effective working/studying environment for all
- To assist in the selection, ordering, processing and organisation of appropriate resources for the School's collections
- To promote reader development and share a genuine love of reading at all appropriate levels
- To assist in the promotion of online resources, and support staff and students to use them effectively
- To assist in the design and implementation of library-based reading lessons/activities and supporting information skills
- To assist in the collection of relevant library statistics, and to monitor and evaluate library services
- To assist in library stock checks
- To assist in the development and implementation of library policies
- To attend relevant school-based meetings, and meetings of library-related professional groups outside of school to support continuing professional development
- To deputise for the Head of Library in their absence
- To comply with safeguarding, health and safety, inspection requirements and all school policies
- To actively contribute to and work collaboratively as part of the wider School community, supporting its values, priorities and objectives.

- To promote and embed equality, diversity, inclusion and anti-racism in day-to-day practice, contributing to an inclusive and respectful School environment.
- To support and contribute to sustainable practices within the School community, aligning individual work with the School's sustainability commitments
- To carry out any other reasonable requests that are commensurate with the role

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PERSON SPECIFICATION

Criteria		Assessment Method
Operational Excellence	Experience of working in a library or Learning Resource Centre environment	Application Form, Interview
	Relevant degree-level qualification in libraries or information management or a related discipline, or working towards this	Application Form, Interview
	Broad knowledge of literature for children and young people	Application Form, Interview
	Able to communicate clearly and effectively in spoken and written English for professional purposes	Application Form, Interview
	Excellent digital literacy	Application Form, Interview
	The ability and enthusiasm to assist in providing a strong programme of enrichment and super-curricular activities	Application Form, Interview
Personal Behaviours	Kindness and open-mindedness	Interview
	Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning	Application Form, Interview
	Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school	Application Form, Interview
	Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change	Interview
	Understanding, commitment and loyalty to the ethos of JAGS	Interview
Safeguarding	Committed to safeguarding and promoting the welfare of children and young people	Interview
	A satisfactory Enhanced Disclosure from the Disclosure and Barring Service	N/A

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HOW TO APPLY

If you are interested in joining us, please complete the online application form via My New Term.

Please note that applications must be submitted via My New Term. CVs and covering letters sent via email will not be accepted.

All candidates must read our [recruitment policy and safeguarding \(child protection\) policy](#) before applying for any position within the School.

For further information please contact recruitment@jags.org.uk or call the recruitment team on 020 8693 1181.

Closing Date: Midday on Monday 21 September 2026

Interview Date: Week commencing 28 September 2026

We recognise that celebrating the full diversity of staff and students has a positive impact on all and invite applications from candidates from all parts of the community.

To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

If you would like to request alternative application formats, please do get in touch with Recruitment at recruitment@jags.org.uk or 020 8693 1181.

Helen Stein; Head of Library and Archivist, (Helen.Stein@jags.org.uk) will be happy to answer any questions you may have regarding the role.

If you would like to visit the school prior to applying, please contact the Recruitment Team via (recruitment@jags.org.uk) who will be able to arrange this.

Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.

James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE



James Allen's Girls' School

Ages 4-18

144 East Dulwich Grove, London SE22 8TE
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www.jags.org.uk