

PERMANENT LIBRARY ASSISTANT TO START ASAP

Thank you for showing an interest in this post. We hope that the following information about St Helen's school and job description will help you to decide that this is an application which you wish to pursue.



WELCOME TO ST HELEN'S



St Helen's School is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with resilience and courage; that she possesses inner confidence, strong personal integrity, and a sense of fun; that she is ready to go out into the world and make a difference. St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. We are exceptionally proud of our 2025 results where 85% of A Level students obtained A*-B grades and 80% of GCSE awards were graded 9-7. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our Co-Curricular programme is rich and varied, and our pastoral care ensures that every girl is known, valued, and cared for.

Within easy reach of central London, our school is set in 21 acres of grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested significantly in developing our facilities over the last ten years.

St Helen's has a warm and lively atmosphere that makes it a rewarding and exciting place to work. Our staff and our pupils look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey.

We look forward to receiving your application.

Bridget Ward **Head**



THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1200 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

We want our students to be brave and true, ever intellectually curious. They will believe they can do anything. They will want to explore how they can best interact with the world around them and make a difference for the better in their own way. They will be ready for whatever the future brings.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging Co-Curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions, and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning

LIBRARIES AT ST HELEN'S

The Senior school library is for Years 7 – 13 students. Our Discovery Centre is a resource for Years 3 – 6 with computer facilities. We also have two libraries for very young readers split between Years 1 and 2 and Early years. All libraries are well resourced with fiction and non-fiction. These resources are managed by the Librarian with support from an Assistant Librarian and a Library Assistant.

The role will report to: Librarian

THE POST

St Helen's is looking to appoint a permanent Library Assistant to work Monday to Friday, term time only, 9.30am – 3.00pm, with a half hour unpaid break.

MAIN RESPONSIBILITIES

- To man the Library Desk and operate the automated library management system (Accessit), overseeing the issue and return of stock and dealing with overdue items.
- To maintain a well organised environment in the library, including shelving at regular intervals throughout the day and ensuring the library is tidy.
- To undertake a range of administrative routines associated with the smooth running of the library, including recording footfall, processing new stock and the receipt of library orders and newspapers.
- To undertake a range of administrative duties associated with the general equipment and maintenance of the library, including stationery ordering.
- To assist with stock maintenance procedures, including stock checks and the removal of out of date or damaged materials and the repair and maintenance of existing library stock.
- To assist and advise pupils and staff to make effective use of the library by advising them on the selection of resources, both print and digital.
- To assist with the promotion of reading and the library, including library events.



- To assist with the supervision of girls working in the library and the enforcement of library rules, following safeguarding procedures and registering pupils.
- To supervise the Senior School Library during the librarian's absence.

THE PERSON

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- GCSE or equivalent in English and Maths (L4 or above)
- Organised and methodical
- Experience of library management systems e.g. Heritage
- Ability to work on your own initiative.
- Able to work calmly and effectively in a busy environment.
- Good communication skills
- Team player – able to work co-operatively and flexibly with staff and students and be prepared to assist with appropriate tasks as directed.

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

- Previous library experience
- A love of reading and a knowledge of literature, especially for teenagers and young adults

SALARY

Actual £13,152.96 per annum (FTE £26,155.35)

APPLICATION PROCESS

Closing date: **9 February 2026**

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. We reserve the right to close this application early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by the Librarian, Head of English and Head of Literacy, undertake several library related tasks and a student panel. Tours of the school will be conducted by other members of the Department.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2025 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at recruitment@sthelens.london

