

Position of
LIBRARY ASSISTANT
(PART-TIME)
Yarm School,
North Yorkshire



Co-educational | Day School | Ages 3-18 | HMC



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THE ROLE

Responsible for routine tasks necessary for the smooth day to day running of the School Library and providing a supportive, welcoming and safe learning environment for pupils.

Reports into the Senior Deputy Head.

Working hours will be Friday afternoon each week - 12.30pm to 5.30pm, for 35 weeks per year.

Starting salary: £12.48/hour (plus holiday pay at 12.07%) increasing a point each year in Band 2 on the Education Support Salary Scale up to £12.96 / hour (plus holiday pay).

Tasks including:

- Operating the circulation system (Accessit) – issuing, renewing, and returning books, dealing with reservations.
- Ensuring that the library stock is in good order – processing new acquisitions, shelving new and returned books, repairing, cleaning and relabelling stock.
- Ensuring that the library environment is tidy – that stock is shelved correctly and neatly, displays and

notice boards are up to date, magazines are in order, furniture is in the right place after lessons and breaks (beanbags, chairs, etc).

- Assisting readers with enquiries, helping with basic IT support (eg; how to set up printing, using the photocopier), and giving guidance using online resources.
- Clerical work such as dealing with bookings for classes, noting the receipt of magazines, etc.
- Managing pupil behaviour and promoting an appropriate atmosphere in the Library. An atmosphere of quiet should be maintained and use of library computers needs to be monitored.
- Any other reasonable task within the job holder's capability as required by the line manager.
- Working in conjunction with the other Librarians and ensuring that any priority work is handed over to the colleagues after the shift is completed.
- Working in line with the Schools Policies and Procedures.
- Attending departmental meetings and training sessions relevant to your role (as well as completing relevant training material). Some of these may fall on a non-working day, for this we would pay you your hourly rate claimed via a timesheet.
- Where possible, provide cover for any absences in the library team.



THE SCHOOL

Yarm School was founded in 1978. Growing quickly since that time, it is now firmly established amongst the country's leading co-educational day schools, with a superb academic reputation as well as a firm commitment to extra-curricular activities and trips. In addition to the Senior School, there is a Preparatory School, and a Pre-Prep which includes a Nursery. In total, there are over 1,100 pupils between the ages of 3 and 18.

There is an impressive array of facilities and accommodation at the Senior School, including a large classroom wing on the banks of the Tees which enjoys beautiful views, a dance studio, extensive sport and drama facilities, underground changing rooms and a bar serving the award-winning Princess Alexandra Auditorium. The Pre-Prep and Preparatory Schools have their own self-contained accommodation on a safe and equally delightful site. The Pre-Prep is housed in a modern purpose-built development, whilst the Preparatory School is located on the site of the original Yarm Grammar School founded in 1590.

The School has ample outdoor space, sporting facilities, a boat house and friendly communal areas. A timber yurt provides space for the outdoor education and eco school curriculum.

BENEFITS OF WORKING AT YARM

- Friendly working environment with a committed community of staff.
- Staff receive a generous discount on school fees (pro rata for part time roles).
- Occupational DC pension with a choice of contribution levels (maximum employer contribution 12%) & Life assurance (death in service benefit of twice annual salary).
- Dedicated on-site free parking.
- External employee benefits scheme providing access to a variety of retailer discounts.
- Free Employee Assistance Programme providing confidential counselling, legal and financial advice.
- Use of school gym outside school hours.
- Discounted Auditorium tickets for School productions.
- Training and CPD available on inset days.
- Variety of paid absence schemes to support our employees when required.
- Excellent location to Yarm High Street with access to retailers and river walks.
- A conscientious approach to sustainable development and proactive in incorporating green initiatives around the school.



CONTRACTUAL MATTERS

- Part Time, 5 hours per week on a Friday afternoon 12.30pm to 17.30pm, term time only (35 weeks per year).
- £12.48 per hour plus holiday pay.
- Additional hours flexibility for other days of the week to cover absences would be beneficial.

CRIMINAL RECORDS CHECK

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview should provide details of any criminal record under separate,

confidential cover to the Headmaster before attending the interview. A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is not pupil-facing as such, but nevertheless involves substantial opportunity for access to children and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.



SAFEGUARDING

Yarm School is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to vetting checks including an enhanced DBS check.

Applicants for all vacancies at Yarm School are encouraged to read these policies on our website before applying:

[Safeguarding and Child Protection Policy](#)
[Vetting and Suitability Policy](#)

EQUAL OPPORTUNITIES

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

APPLY

The application form is available on the [Yarm School website](#).

Deadline for applications is 12 noon, Monday 2nd December 2024

All applicants **must** use the Application Form provided. We cannot accept applications in any other format. You may also submit a covering letter to the HR Department explaining your suitability to the post and a copy of your CV.

Completed application forms, with covering letter, should be emailed to the HR Department (HR@yarmschool.org) as soon as possible and no later than the closing date, or posted in hard copy to:

Yarm School
The Friarage
TS15 9EJ
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