



FRANCIS HOLLAND SCHOOL

SLOANE SQUARE

39 Graham Terrace
London SW1W 8JF
Tel 020 7730 2971

ASSISTANT LIBRARIAN
Full-time, permanent position
Required from January 2018



General Information

Francis Holland School Sloane Square is an independent selective school for about 540 girls aged 4 to 18 (GSA and Society of Heads). There are 166 Juniors and about 370 Seniors, including 80 in the Sixth Form. The School is located on a spacious site in a quiet area of SW1, very close to Sloane Square.

Francis Holland School is enjoying considerable popularity and is heavily oversubscribed. Our warm, vibrant and nurturing atmosphere is coupled with an innovative and creative culture. Our pupils are not valued on academic performance – notwithstanding high achievement - and we recognise the many different types of intelligences which can manifest themselves in a variety of gifts and talents. Community service and enterprise are also highly valued, and we seek to build resilience and courage through our wide range of sports and co-curricular opportunities and our expeditions programme. Girls are encouraged to take considered risks and to learn that failure is simply a work in progress. This brave and aspirational attitude informs the School and produces young women of character and flexibility.

Pupils come from all parts of the London area with many of the Junior School pupils choosing to stay for the Senior School. Each member of staff is involved in the pastoral life of the School, normally as a Form Tutor, the Junior School having one form throughout and Years 7 to 11 having two or three forms per year. The Sixth Form girls are placed in tutor groups of about 8 girls. A very wide range of co-curricular opportunities are offered to the pupils, and all staff contribute to this vibrant dimension of the School.

Academic standards are high throughout the School and on leaving school, after A Levels, girls proceed to higher education courses, sometimes after a gap year.

The Appointment

Francis Holland School is looking to appoint an enthusiastic, passionate and experienced assistant librarian to join the current librarian, Lucy Ivison. The successful candidate will be responsible for the full range of library duties including supporting the delivery of information and research skills using multimedia resources. The library works across the full age range from Reception to the Upper Sixth and enthusiasm for Junior School activities such as storytelling, right through to Sixth Form research and information projects is vital. Experience of working with Library Management Systems software packages or other relevant experience would be extremely beneficial.

Completed applications should be emailed to jobs@fhs-sw1.org.uk by the closing date: 10.00 am, Wednesday 29th November. Early application is advised. Interviews are scheduled for the week commencing Monday 4th December. However, applications will be assessed in order of receipt, and interviews may occur at any stage after applications are received.

Job Description:

- Library administration – cataloguing, re-shelving, returns, covering books, and other ad-hoc circulation tasks.
- Planning and running storytime with classes from Reception to Year 6.
- Running the library at break and lunch. Helping children select books and making the library a warm and welcoming environment.
- Book clubs and reading related activities from reception through to the Sixth Form.
- Book week – helping organize and run book week for the entire school yearly.
- Year 6 and 7 sleepover – helping organize and run the annual themed sleepover the library holds.
- Advising the English department on whole school literacy and supporting teachers when requested.
- Supervise homework club for an hour after school, in rotation with the Head Librarian.
- Supporting initiatives in partnership with local schools and charities.

Person specification:

- Enthusiastic and cheerful with lots of patience and a good sense of humour.
- Self-motivated and able to work under own direction
- Proactive and imaginative in approach to provision and promotion of services
- Knowledge and love of children's literature
- Information retrieval skills
- Ability to teach information literacy skills
- High level of organisational skills
- Expertise in online searching, using the internet and a range of subscription services
- Ability to communicate effectively with all members of the school community
- Ability to work with young people across a broad range of ages.
- Excellent IT skills
- Awareness of school curriculum
- Awareness of current developments in library/resource centre management