



OUNGLE

School

Library Assistant

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

About the role

To assist the Head Librarian in maintaining, promoting and developing the Library in order to provide an efficient, effective, high quality learning resource for the school community.

About the department

The Cripps Library moved to its current location in 1988 and was completely refurbished in 2011. Its circulating collection includes approximately 22,000 books, an extensive digital collection of newspapers, magazines, audio and eBooks, research materials and academic databases, as well as special reserved collections including rare books and antiquities. Resources are managed via an online system with public search access on the school's network.

The Library is staffed throughout the school day, including Evenings and on Sunday mornings, and is open to all pupils and staff for reading, research, borrowing, learning and teaching. All new pupils have an introduction to the use of the Library's facilities. Classes in research skills, information literacy and bibliography skills are delivered by the library staff through the school year.

Role specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

Department:	Academic Support
Section/Department/Team:	Cripps Library
Responsible to:	Head Librarian
Responsible for (staff):	Nil

Duties and Responsibilities

- Assist with management of the reception desk and circulation of resources.
- Carry out the cataloguing, processing and maintenance of resources in line with library practice and procedures.
- Maintenance of online library management system in accordance with agreed standards.
- Administrative tasks such as inputting data, overdue notices, compiling and updating book lists, catalogues and indexes.
- Assist in maintenance and development of Library web pages on the intranet, updating data, news and information.
- Correspondence with borrowers about loans.
- Assist with and contribute to school-wide reading through reading programmes, initiatives, displays, notices and events.
- Support inquiry learning by responding appropriately to the information needs of pupils and teachers with guidance and resources.
- Maintain a tidy and user-ready library space that is a welcoming and a positive learning facility.
- Induction of new users to the Library.
- Supervising pupils, ensuring they use the Library in accordance with expected standards.
- Present as a professional and supportive member of the school community.
- Reporting upkeep and maintenance issues to Head Librarian.
- Responsibility for the Library during the Head Librarian's absence.

Additional Responsibilities

- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
A-Level qualifications (or equivalent)	✓	
CILIP accredited library and information qualification		✓
Post-secondary academic qualifications		✓
Competencies, Skills & Experience	Essential	Desirable
Experience of using online databases	✓	
Microsoft Office skills, preferably Word and Excel	✓	
Effective online search skills and use of online tools	✓	
Accuracy and attention to detail	✓	
Interest in books, reading and in reader development of young people	✓	
Ability to assist Library users with reading and information needs	✓	
Experience in working in a school environment		✓
Experience in working in libraries		✓
Personal qualities	Essential	
Enjoyment of team-working	✓	
Good communication skills	✓	
Ability to use own initiative	✓	
Ability to interact positively with young people in a calm, effective manner	✓	
Ability to be flexible	✓	
Enjoyment of team-working	✓	

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

Employment Information

The role is subject to a five-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** 3 September 2026
- **Contract:** Permanent
- **Working weeks:** This role is to work Term time only, which is 33 weeks per annum (paid for 37.63 weeks, to include entitlement to holiday pay).
- **Hours of work:** 20 –25 hours Monday – Saturday plus alternative Sundays, the specific hours can be discussed at the interview stage. You are entitled to a daily 30 minute meal break. All meal breaks are non-working hours and unpaid.
- **Salary:** £11,975 actual based on 25hrs per week (£26,478 FTE). You will be paid each month through the year.
- **Holidays:** 32 days' (6.4 weeks) paid holiday in each complete holiday year, including public holidays. This is pro-rata for part-time staff. There is a requirement to work any Bank Holiday when the School is in operation.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Closing date for applications is Thursday 9 July 2026, 9am.

Interviews will be held week commencing 13 July 2026

If you have any questions about the role, please contact:

Human Resources

Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE

Email: opportunities@oundleschool.org.uk / Tel: 01832 277193