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# BISHOP'S STORTFORD COLLEGE

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ESTD 1868

## Head Librarian





The feel of Bishop's Stortford College is always forward-looking, recognising from the start the sort of world our pupils will be entering and the skills they need. We are a hard-working, down-to-earth, and highly successful community.

Set on the edge of a market town between London and Cambridge, the down-to-earth atmosphere at our co-educational day and boarding school is the perfect launch pad for outstanding achievement.

## WELCOME FROM THE HEAD

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Thank you for your interest in working at the College. Since joining here in 2020, I have had the immense pleasure of working with our dedicated and talented team of staff, at the same time as leading our vision for the future.

Bishop's Stortford College is the modern face of independent education. Together we are embarking on a collective strategy that unites staff, pupils and our wider community in delivering academic excellence balanced with personal growth and strong values of decency and kindness. This is what an education for today and tomorrow must deliver.

Underpinning everything is a unique community spirit that enables everyone to succeed, and to be happy doing so. Here, there is a togetherness where none of us is as important as all of us.

We do not look like most schools of our type. We do indeed have the huge campus with wonderful facilities. But we are different in some important ways. I hope that by reading through the following pages and our *Information for Candidates*, you will see this for yourself and consider applying for this role.

Kathy Crewe-Read



# INTRODUCTION TO THE COLLEGE

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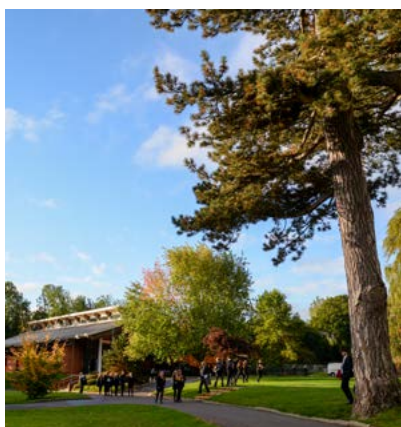
One of the UK's leading co-educational, day and boarding schools, Bishop's Stortford College is a diverse and infectious mix of enthusiasm and dedication, making it an extremely stimulating place to work.

Seen as one College, three schools, there are approximately 1,300 pupils aged 4 to 18 years old on the shared site, blending full, weekly and part-time flexi boarders with day pupils. We offer an academically selective but deliberately broad educational offer that looks to deliver excellent examination results but also an opportunity for individual qualities and character growth in a safe, inclusive and caring community.

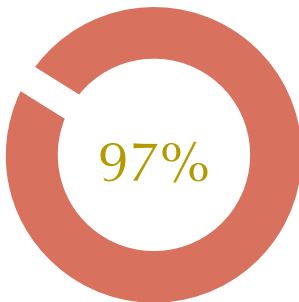
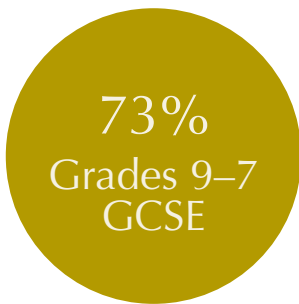
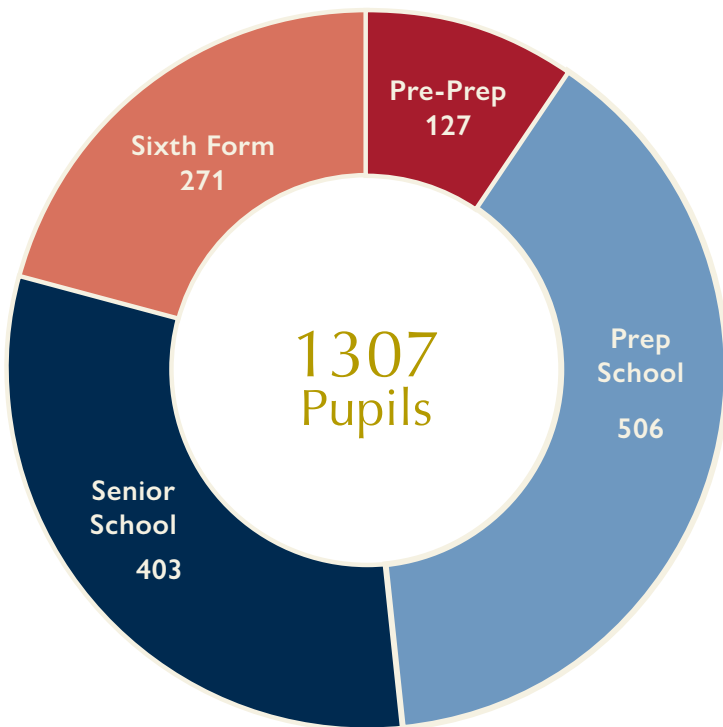
It is the unpretentious and successful delivery of this whole person, ready for the modern world, that allows us to stake claim to being the modern face of independent education.

The Head reports directly to the Chairman of the Governing Council and has responsibility for the whole College, though day-to-day management of the Prep School and the Pre-Prep is delegated to the Heads of those schools. The College Head has day-to-day responsibility for the Senior School. The Head leads the whole College with the support of the Executive, retaining specific responsibility for strategy and related strategic implementation plans, marketing, communications and admissions and development activity. The current Head is a member of HMC.

The College was established in 1868 as the Non-Conformist Grammar School and became Bishop's Stortford College in 1901. The Prep School was opened in 1902 and the Pre-Prep department in 1995, when the school went fully co-educational. The Prep School and Pre-Prep School are now separate with their own buildings, but they make use of facilities shared with the Senior School, including the swimming pool, dining room and playing fields. We continue to improve and enhance our estate. In recent years, there has been extensive renovation of classrooms across all three schools, and this enhancement and development will continue as part of our Estates Master Plan.



# THE COLLEGE IN NUMBERS



Placed at a university  
of their choice





Pupils are organised across the three schools, with Music and Sports departments, together with Professional Services, working across all three schools. Professional Services incorporates Admissions, Commercial, Development, Finance, HR, Facilities and Estates, IT, Marketing and the Medical Centre.

As three schools in one, the College is large enough to provide an exceptional range of opportunities, whilst each part is small enough for pupils and staff to be known and valued and feel part of a community.

The College has a forward-thinking approach supported by eight strategic pillars:

- Delivering academic excellence through a modern curriculum
- Developing strong personal values through the provision of outstanding pastoral care
- Finding the best in every pupil by developing every pupil's unique strengths
- Attracting ambitious, enthusiastic pupils and communicating about College life
- Being a great place to work, recognising that staff are the most important resource
- Enhancing the environment through a programme of maintenance and improvement
- Maximising resources to deliver both affordability and teaching excellence
- Inspiring governance and leadership which is accountable, responsible, courageous and has clear vision

## HEAD LIBRARIAN

### Overview of role

Based in our Senior School library, the College Librarian oversees the library functions across the whole College, ensuring that our Senior School, Prep School and Pre-Prep Libraries are welcoming, safe and positive environments for our pupils to enjoy.

The College Librarian plays a key role in providing an individualised service to all pupils, encouraging reading for pleasure, facilitating independent learning and research, promoting intellectual curiosity and scholarship, and supporting teaching and learning requirements throughout the College.

**Terms:** 37.5 hours per week (Monday to Friday, 8.30am to 5pm) for 38 weeks per year (term time plus)

**Responsible for:** Prep School Librarian, Senior School Assistant Librarian, Prep School Library Assistant

**Salary:** £35,000 - £45,000 per annum depending on skills and experience

**Holidays:** Statutory holiday entitlement under the Working Time Regulations 1998, which is to be taken during the College holidays.

**Fee Remission:** Where relevant, fee remission may be offered to the children of the successful candidate, subject to normal entry requirements being met.

Full details of benefits are included on the College website.

**Closing date for applications:** Monday 8<sup>th</sup> July 2024 at 9:00am

For more information about this post or the College, in the first instance, please contact Danelle Butteriss, HR Administrator, for a confidential discussion.

[recruitment@bishopsstortfordcollege.org](mailto:recruitment@bishopsstortfordcollege.org)

## JOB DESCRIPTION

### MAIN RESPONSIBILITIES

#### Management

- Direct and plan for the strategic direction of library services across the College, working closely with the Prep School Librarian and Pre-Prep Head.
- Manage the efficient and effective operation of all library staff, liaising with Senior Staff in the Prep School and Pre-Prep as necessary.
- Ensure the effective management of the Duke of Edinburgh students volunteering in the library.
- Recruit, train and monitor pupil library ambassadors in the Senior School.
- Take responsibility for personal and professional development of all library staff.
- Managing supervisors to cover evening and weekend opening of the Senior School Library for boarders and late stay as required.

#### Learning and Teaching

- Inspire a love of learning and reading throughout the College.
- Lead extra-curricular activities, e.g.: book clubs, reading challenges, competitions in the Senior School.
- Lead Library lessons with the English Department or other Departments where needed in the Senior School.
- Arrange author visits and other speakers as necessary, supporting equivalent function in Prep School and Pre-Prep
- Lead activities building up to, and on, National Poetry Day and World Book Day, as well as events such as Carnegie Shadowing and enrichment day activities to promote reading and the use of the library, in liaison with the Prep School Librarian and Pre-Prep Head
- Maintain an awareness of current developments in education and curriculum, children's literature and librarianship.
- Lead in developing the digital side of the College's Library service including the use of e-books college wide.
- Ensure pupils and staff to use the libraries' resources to their full extent, including provision of library induction sessions for new pupils and staff in the Senior School.
- Ensuring the effective organisation of the annual Festival of Literature, Picture Book Award and Literature Live events, alongside key stakeholders, co-ordinating activities across all three schools.
- Supervise Senior School pupils during morning breaks, lunchtimes and after school as required.

#### Administration

- Re-organise the Senior School library stock and renew stock where needed, including digital stock and liaise with the Prep School Librarian, Pre-Prep and Day/Boarding House to ensure appropriate continuity and flow of provision. Ensuring the Library Management System is regularly updated and reflective of the library stock.
- In the Senior School library, maintain an appropriate and attractive environment: regular displays, clear shelf labelling, advice on the use of catalogues, tidiness and a purposeful atmosphere.
- Development of displays that are renewed regularly in the Senior School library.



- Maintain links with colleagues across the College and relevant professional bodies.
- Liaise with key stakeholders regarding the effective management of College archives.
- Ensure relevant Library policies and procedures are in place, in line with best practice.
- Arrange for the maintenance of the Teams/Firefly library section, liaising with the Prep School Librarian and Pre-Prep, and produce library reports for the Executive, Governing Council and entries for the school publications as required.

### **The Efficient and Effective Deployment of Resources**

Taking a lead in developing the current library collection, assisting and providing direction when necessary to the Prep School Librarian and the Pre-Prep through:

- Acquisition of new and replacement material, including digital content.
- Working with Heads of Department to assess subject specific resources and reading lists.
- Classification and cataloguing new and donated items.
- Stock taking and editing.
- Being responsible for the College's Library Budget, ensuring its best deployment, delegating the Prep School and Pre-Prep library budget management.

### **ADDITIONAL DUTIES**

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves. A flexible approach to all aspects of this role is essential.

This role may involve a small amount of Saturday mornings and flexible hours in order to attend out of work-time meetings and events. The post holder will be required to travel nationally and internationally if required.

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## SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to, and ensure, compliance with the College's Safeguarding Policy at all times. If, while carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to their Line Manager or the College's relevant Safeguarding Lead.

## EQUALITY AND DIVERSITY

The College strives to be diverse and inclusive. It encourages applications from people who identify as Black, Asian or from a Minority Ethnic background, who are underrepresented at the school.

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status, or other reason. The post holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

## SAFETY, HEALTH, ENVIRONMENT AND FIRE

The post holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses to the Line Manager on the day they occur.

The post holder is not to interfere with or misuse any equipment provided, in accordance with the Act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

## DATA PROTECTION

The post holder is required to comply with all College policies and procedures for the safe custody and handling of Personal Data that is stored and used by the College.

## EMPLOYMENT TERMS AND CONDITIONS

Full details of the terms and conditions are set out in the employment contract and the employment manual. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to consider the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

The College reserves the right to alter the content of this document, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

## PERSON SPECIFICATION

The below essential and desirable requirements will be measured using the following:

- Application form
- Interview
- References
- Medical questionnaire
- DBS application

## EDUCATION AND QUALIFICATIONS

### *Essential*

- Educated to degree level
- Chartered Librarian qualification

### *Desirable*

- Archiving experience / qualification

## EXPERIENCE AND SKILLS

### *Essential*

- Outstanding librarian able to convey a passion for books
- Good knowledge of ICT and digital library resources
- Supervisory / management experience
- Excellent interpersonal and communication skills
- Strong people management skills
- Ability to work on own initiative
- Good at record keeping
- Outstanding written and oral communication skills

### *Desirable*

- Previous experience of librarianship in an educational organisation
- Previous experience of working with young people
- Work in a school or college

## PERSONAL QUALITIES

- Suitable to work with children and young people
- Commitment to high standards of service
- Able to work under pressure / meet deadlines
- Able to time manage and prioritise effectively
- Energy, enthusiasm and commitment
- Team player
- Strong literacy and numeracy skills
- Pleasant manner and personality
- Patience
- Organised
- Adaptable and flexible
- Smart appearance
- Sense of humour

## OTHER

- Undertake all the physical requirements of the post and use equipment according to health and safety guidelines.
- Successful candidate requires an enhanced DBS clearance.

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## APPLICATION PROCESS

### YOU SHOULD SUBMIT:

- A completed application form

Applications should be made electronically via the College website.

Applications will be screened shortly after the closing date and shortlisted applicants will be invited in for interview soon thereafter.

- Early applications are encouraged, and we are open to the possibility of making an appointment prior to the published closing date.
- Due to the high volume of applications received, we regret that it is not possible to provide feedback to candidates at the application stage.

Bishop's Stortford College is committed to safeguarding. There will be an enhanced DBS check prior to the appointment.

Registered Charity Number: 311057.

For more information about this post or the College, in the first instance, please contact Danelle Butteriss, HR Administrator, for a confidential discussion.

[recruitment@bishopsstortfordcollege.org](mailto:recruitment@bishopsstortfordcollege.org)



Co-Educational Day and Boarding 4 to 18 Years

[bishopsstortfordcollege.org](http://bishopsstortfordcollege.org)