

# JUNIOR SCHOOL LIBRARIAN

REQUIRED FOR 28 AUGUST 2025

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CANDIDATE PACK



James Allen's Junior School

# JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1,100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. This post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



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James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

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## MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. At JAGS, it is our belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

At the heart of all we do lies a passion for life and learning. I hope that this matches your educational vision, and look forward to welcoming you soon.

MS VICTORIA GOODSON, MA (DURHAM) QTS



# JUNIOR SCHOOL LIBRARIAN

## WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community. Please contact Sigi Nicholls; PA to the Head of the Junior School ([sigi.nicholls@jags.org.uk](mailto:sigi.nicholls@jags.org.uk)) if you would like to arrange this.



### We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
  - Competitive salary
  - Pension Scheme with 10% employer contributions
  - Free onsite parking
  - Free gym membership with discounted family rates
  - Employee Assistance Programme
  - Free lunches
  - Free access to the Dulwich Picture Gallery
  - School fee discount
  - Cycle to work scheme
  - Interest-free computer loans
  - Interest-free transport season ticket loans

# JUNIOR SCHOOL LIBRARIAN

## THE ROLE

<b>JOB TITLE:</b>	Junior School Librarian
<b>TERMS &amp; CONDITIONS:</b>	Fixed Term, 1-year Maternity Cover  Part Time 26 hours per week Term time only plus 1 week during School holidays  Monday 9:00am to 4:30pm, Tuesday-Friday 9:00am-2:15pm, with 30-minute unpaid break each day
<b>SALARY:</b>	Full Time Equivalent Salary – £30,000 - £32,000 per annum based on qualifications and experience  Actual Salary – £17,671 - £18,849 per annum for working 26 hours per week for 36 weeks per year, based on qualifications and experience.
<b>RESPONSIBLE TO:</b>	Junior School Deputy Head (Academic)

### Overview

The purpose of the role is to take responsibility for the libraries at the Prep and Pre-Prep, taking into account the requirements of the School's academic policies, curricula, and pastoral programme.

### Main responsibilities

- Manage the Junior School libraries, ensuring they are well-stocked, accessible to all pupils and are inviting and inspiring environments for our pupils
- Create a warm, attractive and welcoming environment in the two libraries which encourages participation and develops and fosters a love of reading for enjoyment
- Run daily library sessions each break and lunchtime where all pupils are supervised appropriately
- Support staff and pupils in using the library through training sessions and help pupils in developing research and reading skills
- Run library sessions / lessons (usually one lesson per week for each class) as part of the curriculum for Junior School pupils with support of the teaching staff
- Ensure pupils have access to a wide range of age-appropriate literature including books, magazine, e-books and newspapers
- Ensure that the library is accessible to pupils with learning differences, so they feel well-supported and independently able to use the library
- Promote all our school aims through the library offer
- Work with the Junior School Deputy Head (Pastoral) to support the pastoral offer of the school through our library provision
- Work with the Junior School Deputy Head (Academic) to support the academic offer and development of the school through our library provision

- Organise regular author, illustrator and story-telling visits and workshops. Organise trips outside of school such as to the British Library (with support where required) and organise our annual Book Week event to include competitions, book swaps, book sales etc.
- Support the Junior School Head of English in preparing for events such as Poetry Assemblies and/or Poetry Evening
- Maintain a library policy for the Junior School
- Maintain good relationships and links with local schools to ensure best possible experiences for all our pupils
- Efficiently administer the library budget
- Liaise with the Junior School Speech and Drama teacher to agree an appropriate use of the library for drama lessons
- Liaise with the Junior School Assistant Head (Co-curricular & Staff Development) on use of the library for wrap-around care and other events
- Maintain positive relationships with pupils, parents and staff, supporting each one in their use of the library
- Work with colleagues across the school in supporting cross-curricular links and initiatives across the school
- Provide library resources where requested for themed weeks e.g. French Week, Eco Week, Science Week
- Research, select, order and catalogue stock for the Junior School libraries, ensuring quality and diversity
- Oversee the operation of the e-book platform for all pupils
- Manage library catalogues online, administer loans and returns, produce reports and reminders for parents on overdue loans and charges
- Liaise with the finance department regarding charges for lost books and author/poet visit book sales.
- Support teachers with reading sessions through interventions to improve and extend pupil reading.
- Provide suggested reading lists which are regularly updated
- Withdraw damaged outdated stock and arrange its disposal
- Stock take during school holidays at least every three years
- Undertake any other duties commensurate with the role



# JUNIOR SCHOOL LIBRARIAN

## PERSON SPECIFICATION

### Operational Excellence

- Previous experience working in a school environment or a library
- Broad knowledge of literature for children and young people
- Awareness of and a genuine enthusiasm for, children's and young adult literature
- Knowledge of the primary curriculum
- Knowledge of library classification and organisation schemes
- Ability to plan and teach an information skills programme, and to support students undertaking independent research
- Ability to interact sensitively with other staff members and children, and promote a positive work environment
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy

### Personal Behaviours

- Kindness and open-mindedness
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

### Ethos and Whole School Values

- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

### Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

# JUNIOR SCHOOL LIBRARIAN

## HOW TO APPLY

We welcome applications from all parts of the community and know that our school is strengthened when staff and pupils feel a true sense of belonging. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

Victoria Goodson; The Head of the Junior School, via her PA, Sigi Nicholls ([Sigi.Nicholls@jags.org.uk](mailto:Sigi.Nicholls@jags.org.uk)) will be happy to answer any questions.

Please visit our website [www.jags.org.uk/day-to-day/vacancies/](http://www.jags.org.uk/day-to-day/vacancies/) to download an Application Form.

Please note that CVs and letters sent without a completed application form will not be accepted.

For further information please contact [recruitment@jags.org.uk](mailto:recruitment@jags.org.uk) or telephone the recruitment team on 020 8693 1181.

**Closing Date** : **Midday on Thursday 15 May 2025**

**Interview Date** : **Week commencing Monday 19 May 2025**

*Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.*

*JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.*

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# James Allen's Girls' School

Ages 4-18

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