

JUNE 2021



DOWNSEND
SCHOOL

Inspiring Young Minds

Join the Inspiring World of Downsend



Downsend School
1 Leatherhead Road
Leatherhead
Surrey
KT22 8TJ

Candidate Brief

Non-Teaching

Senior School Librarian

Details for applicants

Downsend is a forward thinking and innovative independent school providing education for children aged 2-16 years. Based over four sites we have three separate Little Downsend Schools for children aged 2-6, overseen by one Headteacher and each feeding into our main Downsend site where we teach children aged from 7-16. We prepare our children for the future with a creative approach to learning that inspires young minds. From nursery through to GCSEs, we provide the platform for academic success.



We are looking to appoint a part-time (0.8 FTE), term time only, Senior School Librarian from September 2021. You will be responsible for the daily running and management of the Senior Library, which sits at the heart of the newly refurbished Senior teaching block. Taking a leading role in the support of whole-school literacy, you will work alongside the English Department to manage the various resources and promote the enjoyment of reading amongst our Y7-10 pupils. The School is about to integrate the Accelerated Reader programme and it is envisaged that the role will grow over the next 18 months as the School continues to expand.

The school day starts at 8.30am and finishes at 4.30pm. This is a part time role but term-time only working 34.8 weeks of the year. You would also be expected to attend 4 inset days a year, which are held at the beginning of each term.

The Role Profile gives an indication of the tasks and responsibilities involved in this role but can only give a list of duties and cannot fully convey how the school works.

Therefore, if you would like further information about the role and responsibilities, please email Sue Wood our HR Administrator at sue.wood@downsend.co.uk who will be pleased to discuss it further with you.

Downsend is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. This means we will undertake pre-employment background checks before any appointment is confirmed. All appointments are subject to an enhanced Disclosure and Barring (DBS) check. It is also essential and a mandatory condition of your employment that you undergo criminal, police or embassy record checks (as appropriate) from all countries, outside of the UK, where you have lived and/or worked for 3 months or more in the last 10 years or where you have completed your teacher training (or relevant qualifications) if not in the UK. Please note that checks are not required prior to the age of 16.

How to apply

We are delighted that you are interested in joining Downsend School. To apply:

- Visit www.downsend.co.uk to see more about our schools
- Download and complete the application form
- Email the application form plus a covering letter to hr@downsend.co.uk
- You may also send a CV if you wish, but this must be in addition to the application form, not instead of it.

Overview of employee benefits

Downsend aims to offer every member of our team a competitive salary, a range of great benefits and opportunities for career progression.

Our benefits include:

- Pension
- Cognita Care First - Employee Assistance Programme
- School fees discount (conditions apply)
- Lunch available
- Free on-site parking
- Cycle-to-work scheme
- Reimbursement for eye tests every two years for VDU operators
- My Staff Shop - discounts for staff across a range of companies

Next steps

The closing date for applications is Wednesday 30 June with interviews to be held week commencing 5 July. Candidates will be contacted after the closing date if they have been selected for interview. All applicants will be advised of the outcome of their application.

Please do contact Sue if you have any questions. We look forward to receiving your application.

Ian Thorpe
Headmaster

