**MOULTON SCHOOL**





**AND SCIENCE COLLEGE**

Pound Lane, Moulton, Northampton, NN3 7SD

01604 641600

[www.moultonschool.co.uk](http://www.moultonschool.co.uk)

**LIBRARY ASSISTANT**

20 hours per week - 39 weeks per year

Hours: 10:15am – 2:15pm, Monday - Friday

Grade E Point 4-5 (£23,114 - £23,500)

£10,739 - £10,918 (actual salary)

We are seeking to appoint, from September 2024, an enthusiastic and experienced person to support our Librarian to lead our school library. The school library is a central area of study, being used by students throughout the main school, both on a timetabled and ad-hoc basis. It is also widely used by students before and after school, and during breaks and lunchtimes.

The library is a fully resourced learning resource centre with a wide variety of reading and research materials.

Main responsibilities:

* Issuing / returning / renewing resources
* Processing new stock and adding to library catalogue
* Repairing damaged stock, covering and labelling
* Keeping resources organised
* Helping students and staff to locate resources
* Creating and maintaining displays
* Keeping up to date with children's literature and making recommendations for new stock
* Encouraging reading for pleasure
* Supporting and reading with individual students in library lessons
* Helping maintain behaviour for learning within library lessons and at break times
* Ability to manage the library independently
* Ability to work successfully, and build positive relations, with students of all needs

Moulton School is a successful, popular and over-subscribed school on the northern boundary of Northampton. The school was graded Good in its last two Ofsted inspections, and there is a strong commitment to further improvement based on effective teaching and learning and high expectations of students. Whilst maintaining firm discipline, built around our ASPIRE ethos and school values, the school is deeply committed to supporting the development of whole child, and is one of very few schools to hold the Restorative Services Quality Mark. Our student leadership programme is also a significant strength of the school. As a member of staff at Moulton School, your on-going professional development is of crucial importance, and the school has an outstanding record of supporting colleagues into middle and senior leadership roles.

* “The school makes people feel special” *Parent*
* “Being at Moulton School has been a great experience and I have learnt lots!” *Year 8 student.*
* “As a new member of staff, I was made to feel valued and supported. Joining the school mid-way through a pandemic, I was apprehensive but the staff at Moulton school made me so welcome and it wasn't long before I felt part of the MSSC team. There is an ethos of kindness and it shows. I have never worked with staff that are so motivated by their school's values.  The leadership team are always close-by and ready to help and offer solutions, support and friendly encouragement. Thank you MSSC, I am so proud to work at this wonderful school. *Teacher.*

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to show this commitment. The successful applicant will be expected to undertake safeguarding checks, including a criminal record check via the Disclosure & Barring Service, the cost of which will be met by the school.

Please note, it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975 (2013 and 2020), which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V.

Please be aware that referees will be contacted prior to interview in accordance with accepted Child Protection Procedures.

***We reserve the right to withdraw the advert if sufficient applications are received before the closing date.***