

# Librarian Candidate Information Pack

Telephone: 01206 572544 Email: [careers@stmaryscolchester.org.uk](mailto:careers@stmaryscolchester.org.uk)

Website: [www.stmaryscolchester.org.uk/vacancies](http://www.stmaryscolchester.org.uk/vacancies)



# Welcome



Dear Applicants,

Welcome to St Mary's School. We have been educating girls from Colchester and the surrounding areas since 1908 and as such have built a very strong reputation within our local community. Throughout this time the school has grown in size and is now located on two sites. The Senior School is close to the town centre whilst the Lower School and Kindergarten enjoy a more rural location.

St Mary's is a happy and thriving school and we are proud of each and every one of our pupils. We are proud of our diverse student population and we are passionate to create a team of staff reflective of this diversity.

The Senior Leadership Team at St Mary's is small and the positive and collective vision of the team has ensured the success of the school.

This is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community.

If you believe that you can rise to the broad and challenging expectations of the role and you have a genuine desire to work in an environment that has the needs of its students at heart, we look forward to hearing from you.

**NICOLA GRIFFITHS**

Principal

# The school

St Mary's is an Independent day school in Colchester, Essex for girls age 3-16 and boys age 3-4.

Our vision is to empower girls to thrive at school and beyond.

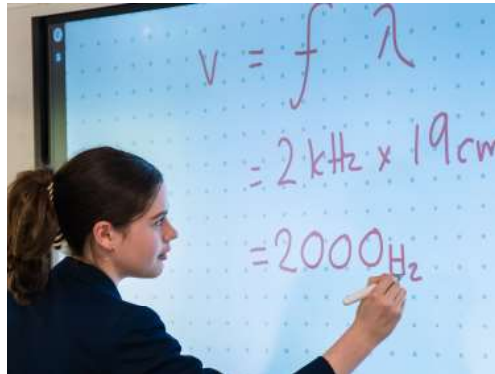
The Lower School was ranked 12th highest performing Preparatory Schools in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. At the Senior School, excellent GCSE results are achieved each year. We're able to achieve such success by tailoring the education to suit the needs of each individual in our small classes and by giving the girls the encouragement and support they need to aim high.

We are strong believers that success in life comes from more than just impressive exam results. At St Mary's we offer a brilliantly balanced education in order to develop exceptionally well-rounded individuals. With a huge variety of clubs, enrichment activities, music and drama productions, visits and international travel experiences on offer, there's ample opportunity to learn new skills and develop talents. There are numerous positions of responsibility available to the girls which help develop their leadership skills, and we foster team spirit through initiatives such as the School Council and School Houses.

For young people to thrive we firmly believe they must feel confident, relaxed and secure. Every child is known and understood and the girls feel comfortable challenging themselves and asking questions.

We believe in instilling the values of respect and courtesy, and through our charity and outreach work the students develop a strong sense of community. We are a leading Eco School and the students get a strong sense of caring for the environment as a result. As a global member of the Round Square Organisation, those who attend St Mary's benefit from our international links, which helps to broaden their horizons.

In this positive environment our young people develop the strength of character and the self-belief they need to make the very most of the life that lies ahead.



# Job description

Job title:	Librarian
Reporting to:	Head of Faculty – Languages (Senior School) & English Subject Lead (Lower School)
Hours:	15 hours a week across both school sites (3 days @ Senior School/2 days @ Lower School) (0.3 FTE)
Salary:	£26,500 full time equivalent

## Job Purpose

To manage and maintain our libraries at both sites and promote a love of reading.

## Key Responsibilities:

- Lunch time supervision of the library
- Book issues and returns
- Working with English Department (SS) to run the Reading Scheme
- Working with English Subject Lead to organise reading activities (LS)
- Responding to library account emails
- Using Accessit (library software) to ensure smooth running of the library
- Stocking and cataloguing
- Overseeing of library budget
- Working with the English Department/English Subject Lead to organise important events within the literary calendar
- Running Extra Curricular Clubs to support Literacy
- Organising Literacy celebrations, assemblies and promotion of the library

**Other Duties**

- To attend INSET training.
- To comply with whole school policies and procedures.
- To play a full part in the life of the school community, to support its mission and ethos.

**Other Information**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from the Principal including ad hoc projects and to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

# Person specification

(E) = Essential

(D) = Desirable

## Skills and Expertise

- Previous experience in a school setting
- An understanding of what makes excellent customer service
- Able to use initiative and meet deadlines
- Accurate record keeping
- Comfortable with using basic ICT e.g. Microsoft Office

## Personal Qualities

- Team player with a flexible approach and positive attitude
- Good customer service/can-do attitude
- Reliable and punctual
- Self-motivated and able to work unsupervised
- Flexible and adaptable
- Willing & quick to learn new skills & procedures
- Understands and maintains professional boundaries when dealing with others



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# Benefits

## Employee Assistance Programme

Confidential 24-hour helpline  
Counselling sessions  
Wellness app

## Meals and Refreshments

Lunch available during term-time  
Tea and coffee facilities provided

## Physical Health

Occupational health support  
Annual flu vaccination  
Discounted gym membership  
Benenden Healthcare (optional)  
Bike2Work Scheme

## Financial

Staff discount for School fees (subject to qualifying criteria)  
Financial coaching through the EAP  
Regular benchmarking of salaries  
Access to BlueLight Card and other discounts

## Professional Development

Life and leadership coaching through the EAP  
INSET training

## Additional Benefits

Pleasant working grounds and location  
Free parking on site



# Application process

Closing date for applications: Friday 26th September 2025

Date of interviews: On a rolling basis

An application form can be downloaded from the school website:  
[www.stmaryscolchester.org.uk/vacancies](http://www.stmaryscolchester.org.uk/vacancies)

Candidates should complete their application form and return it to Mrs M Terry, HR & Compliance Officer at:

Email: [careers@stmaryscolchester.org.uk](mailto:careers@stmaryscolchester.org.uk)

Post: St Mary's School, 91 Lexden Road, Colchester, Essex, CO3 3RB

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## **Safeguarding**

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Please visit [www.stmaryscolchester.org.uk/vacancies/](http://www.stmaryscolchester.org.uk/vacancies/) to read our Application & Recruitment process explanatory notes.

## **Privacy notice**

Please read our Privacy Notice for Job Candidates, which can be found at [www.stmaryscolchester.org.uk/vacancies/](http://www.stmaryscolchester.org.uk/vacancies/)

We respect your privacy and are committed to protecting your personal data. Our Privacy Notice will inform you as to how we look after personal data held by us and tell you about your privacy rights and how the law protects you. It is important that you read this Privacy Notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data so that you are fully aware of how and why we are using personal data. This Privacy Notice supplements the other notices and is not intended to override them.





St Mary's  
Colchester

