

LIBRARY ASSISTANT AND SIXTH FORM STUDY FACILITATOR

CANDIDATE INFORMATION



INDEPENDENT CO-ED DAY SCHOOL FOR AGES 2-18



Welcome

Thank you for your interest in the role of Library Assistant and Sixth Form Study Facilitator at the King's School Worcester.

The King's Foundation is made up of three schools: King's Senior School and two preparatory schools, King's St Alban's and King's Hawford. Together, they form a vibrant and nurturing educational community.

King's Senior School educates approximately 850 pupils aged 11–18 on our stunning city-centre campus. Sharing this site is King's St Alban's, a thriving prep school for around 150 pupils aged 2–11. Just north of the city, in the beautiful Worcestershire countryside, King's Hawford provides a dynamic learning environment for approximately 260 pupils aged 2–11. All three schools are united under a single governing body, ensuring a cohesive vision and shared values across the Foundation.

At the core of the King's Foundation is a steadfast commitment to delivering an outstanding education which is made possible by our exceptional staff. We are proud to foster a strong, supportive, and inclusive professional community built on trust, respect, and collaboration.

Our Schools are exciting and rewarding places to work, and we are delighted that you are considering joining us. Our professional family includes a wide range of teaching and support roles, each playing a vital part in the life of our Foundation. Central to our ethos is a friendly and welcoming atmosphere, underpinned by excellent relationships between staff and pupils who are encouraged to work hard, play hard, and look after each other.

Our search for the right candidate for this role is important to us, and we know it is important to you too. Please take the time to explore the details within this booklet. If this opportunity strikes a chord with you, we look forward to receiving your application, to meeting you in the weeks ahead, and—if successful—welcoming you to our community.

Thank you for your interest in King's Worcester. We hope this marks the beginning of a fulfilling and inspiring journey with us.

A handwritten signature in black ink that reads "Ben Charles". The signature is written in a cursive, slightly slanted style.

Ben Charles
Head of Foundation

Job Description

We are seeking a proactive, confident and approachable individual to join our school community in a key support role within the Library and Sixth Form study areas as a Library Assistant and Sixth Form Study Facilitator.

The successful candidate will support the Librarian in maintaining the Library as a welcoming, well-organised and attractive resource that supports the whole school community.

They will also support Sixth Form students during Supervised Private Study (SPS) sessions, maintaining a calm, silent and purposeful working environment that facilitates independent learning.

The post-holder will play an important role in promoting reading, fostering independent study habits and upholding high standards of behaviour and conduct in both the Library and Sixth Form study spaces.

Duties and responsibilities

Library responsibilities

- Deputise for the School Librarian in their absence.
- Encourage a love of reading and support pupils and staff in choosing and locating books and resources.
- Support the King's WRAITH reading groups (book clubs).

- Supervise the Library and maintain a calm, purposeful and respectful environment for reading and study.
- Monitor pupil behaviour and, where appropriate, use reporting systems and liaise with the Pastoral Team.
- Uphold library policies, including quiet-working expectations, appropriate computer use, and respectful conduct.
- Monitor use of study spaces and computers to ensure fair access and productive use.
- Support students in using library computers and printers – including access to online resources and school systems and software – and in developing effective research and study skills.
- Provide first-line IT support to pupils, resolving routine issues and referring more complex matters to the Help Desk.
- Manage library circulation including book loans, returns, reservations and overdue notices.
- Undertake collection management tasks, including processing and cataloguing new stock, shelving, stock checking, and processing redundant stock
- Create high-impact displays and related resources to promote key events such as World Book Day, book awards, author visits, pastoral weeks and seasonal activities.

- Produce “What’s New in the Library” lists and other promotional material to highlight library resources.
- Support library inductions for new Year 7 cohorts and Year 6 taster and transition events.
- Provide administrative support to the Librarian as required.
- Attend and contribute to Saturday Open Morning events as required by the school calendar.
- Attend INSET days and participate in continuing professional development relevant to the role.



Sixth Form Study Facilitator responsibilities

- Provide a visible and calm presence, modelling the professionalism and standards expected of students in the Sixth Form Centre environment.

Job Description and Person Specification

- Support students in their study by directing them to appropriate online research resources and relevant Library materials, and referring to the Librarian.
- Maintain a calm, silent and purposeful working atmosphere, ensuring the space remains conducive to focused study at all times.
- Complete registration accurately at the start of each session, ensuring all Sixth Form students are accounted for and liaising with the School Office as required. Monitor punctuality and attendance.
- Ensure School expectations are upheld consistently. Address low-level misconduct in line with the school Behaviour Management Policy and refer more serious issues to Tutors and/or the Sixth Form team in line with agreed procedures.
- Be part of the academic monitoring support team for certain individual pupils on the Managing Pupil Progress Framework.
- Undertake related administrative tasks during supervision periods, where appropriate, to support the smooth running of the Sixth Form and the Library.
- Be proactive in matters relating to safeguarding and child protection.

Working pattern and salary

This is a permanent role, offered on a term time only basis commencing September 2026. An average of 30.5 hours per week to be worked across five days on a shared shift pattern with the Librarian, in order to ensure that the Library is staffed between 8am and 6pm. £14.21 per hour/£17,596 per annum based on the term time only working pattern described above.

Person Specification

It is expected that the Library Assistant and Sixth Form Study Facilitator will demonstrate a range of qualities, skills and experience as detailed below.

Qualifications

Essential: Education to A level standard, with GCSEs (or equivalent) in English and Mathematics.

Desirable: Relevant qualification or training in education support, youth work, library/information services, or customer service.

Experience and knowledge

- Experience working in a library or comparable setting, undertaking administrative work requiring accuracy and good record keeping.
- Experience supervising young people in a school or comparable setting, maintaining clear expectations and a calm working environment.
- Experience of applying behaviour expectations consistently, addressing low-level disruption

appropriately, and knowing when to escalate concerns to relevant staff.

- Confidence and competence in using digital systems (for example Microsoft 365), together with a willingness to learn school-specific systems such as Oliver and iSAMS.
- Understanding of how to support independent study habits (e.g. organisation, focus, appropriate use of study spaces).
- A knowledge of safeguarding practices in an education setting is desirable, however training will be provided.

Skills and qualities

- Calm, confident and consistent manner.
- Ability to supervise secondary-age pupils firmly, fairly and respectfully.
- Strong organisational skills and attention to detail.
- Warmth, approachability and professionalism.
- Interest in reading for pleasure, wellbeing and learning.
- Confidence using digital systems and administrative processes.
- Reliability, punctuality and flexibility in a busy school environment.

Safeguarding Responsibilities at King's Worcester

The King's Foundation is committed to safeguarding and meeting the needs of all children.

What is safeguarding?

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to ensure all children have the best outcomes.

(Definition from *Keeping Children Safe in Education, 2025*)

Our commitment to safeguarding

The King's School, Worcester ensures that safeguarding is given the highest priority and actively promotes the well-being of pupils. Safeguarding and child protection are at the forefront of, and underpin all relevant aspects of, process and policy development.

The Foundation's safeguarding culture supports good practice and enables issues to be addressed promptly and appropriately in the best interests of the children.

Safeguarding culture at King's

As we strive to maintain an open culture of safeguarding across the King's Foundation, we:

- Train our staff in safeguarding
- Work in partnership with King's families
- Liaise with external support agencies
- Follow the four Rs: Recognise, Record, Report, Refer
- Prioritise early intervention
- Listen to pupils
- Encourage professional curiosity
- Create a team around the child.

Responsibilities of the successful candidate

Staff are advised to maintain an attitude of "it could be happening here and probably is" as far as safeguarding is concerned and should always act in the best interest of the child. All staff must:

- Actively promote and safeguard the welfare of all pupils
- Have proper regard for the Foundation's Safeguarding Policy and related procedures
- Report any concerns in a timely manner
- Attend annual safeguarding training.



Application Process

In order to provide our pupils with a well-rounded and enriched educational experience which is truly representative of the world in which they grow up, the King's Foundation strives to place equity, diversity and inclusion at the heart of everything we do, ensuring that we build a community which is truly representative of all backgrounds and experiences. We believe that we will do that best if our employees come from different backgrounds and if we create an environment of inclusion and belonging for them.

All applications will be acknowledged and all applicants will be notified as to whether or not they have been invited to an interview.

Successful applicants will be advised of the date and time of the interview. References will be requested and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Proof of identity will be required at interview.

Candidates unsuccessful at interview will receive written notification.

The School is required to ensure that the successful candidate is checked by the Disclosure and Barring Service. Details of the School's policies on safeguarding and promoting the welfare of children as well as equal opportunities are available on request. References will be obtained and verified prior to the appointment being confirmed.

The King's Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. Shortlisted applicants will be required to complete a self-declaration form in relation to any criminal record or information that may make you unsuitable to work with children, and will be subject to an online search.

How to apply

Candidates should complete a downloadable application form which can be found on the Current Vacancies page of our website at www.ksw.org.uk/careers and should then be emailed to recruitment@ksw.org.uk

Please submit any queries regarding the role to the HR team at recruitment@ksw.org.uk

Closing date for applications: 9am Monday 29th June 2026

We reserve the right to interview suitable candidates and appoint to the role before the closing date, therefore early applications are encouraged.

Please visit the vacancies page of the School website www.ksw.org.uk/careers to find out more about the benefits of working at King's and to hear why our staff love being a member of the Foundation community.

