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# Mill Hill

**Instilling values, inspiring minds**

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

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## Mill Hill School

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# Librarian Candidate Information Pack



# INTRODUCTION

**We are currently seeking a professionally qualified Librarian, for a permanent, term-time (plus 10 days) position from October 2022.**

**Closing date for applications: 9:00am on Tuesday 4 October 2022**

*The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.*

## Key facts about the role:

### Contract type

TERM TIME PLUS 10 DAYS

### Reporting to

ACTING DIRECTOR OF  
STUDIES

### Salary

£35,000

### Hours

40 HOURS PER WEEK

### Pension

CONTRIBUTORY STAKE-  
HOLDER PENSION SCHEME

‘A vibrant, buzzing school, with a solid academic underpinning and an outstanding extra-curricular programme producing confident, articulate, mature young people, who start adult life solidly grounded, positive and well informed. ‘A very happy place to be,’ is the consensus of parents and pupils.’



# THE SCHOOL

## **Mill Hill School**

Founded in 1807, Mill Hill School is an independent co-educational boarding and day school with 885 pupils aged between 13 and 18, of whom 350 are in the Sixth Form.

The School is one of seven in the Mill Hill School Foundation, which comprises Grimsdell (Pre-Prep), Belmont (Prep), Mill Hill School (Senior) and Mill Hill International. Cobham Hall is located in Kent and became part of the Foundation in 2021 and our most recent additions are Keble Prep and Lyonsdown School in north London.

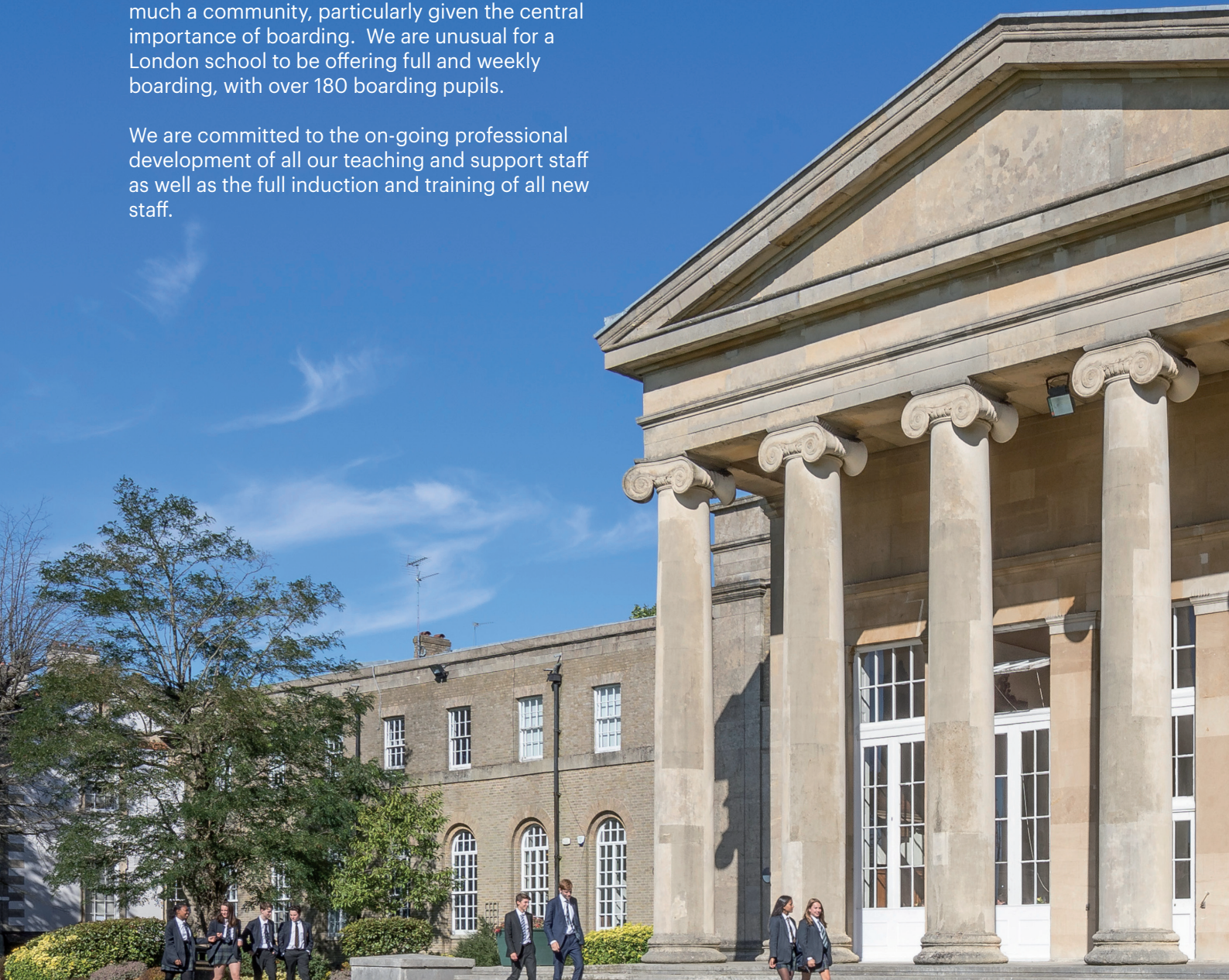
We are situated in a magnificent 120-acre parkland campus on the edge of the north London Green Belt, providing a wonderful environment in which to work. The School is very much a community, particularly given the central importance of boarding. We are unusual for a London school to be offering full and weekly boarding, with over 180 boarding pupils.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.

## **The Mill Hill School Foundation Ethos**

The Mill Hill School Foundation educates boys and girls from 3–18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek as a Foundation to instil a love for learning which will last a life time whilst balancing this with a readiness to embrace change.





# JOB DESCRIPTION

## Promoting Literacy

- Create and maintain a welcoming and dynamic library environment
- Promote and develop the School libraries in order to provide an engaging and stimulating learning environment for pupils and staff
- Develop library users' capacity to find material readily to meet their needs
- Ensure that the libraries play an important part in the academic life of the School, supporting the School's development of a super-curriculum
- Ensure the libraries underpin the importance of reading for pleasure, developing strategies to increase readership and to promote literacy across the curriculum
- Engage with pupils in a pastoral capacity and ensure that the libraries provide a welcoming environment for everyone
- Ensure diverse and current books are promoted alongside the more traditional canon
- Engage with the Carnegie Award
- Lead initiatives to promote both academic and social reading across the school community, including engaging with social media to involve all stakeholders
- Develop the libraries and bring ideas and initiatives to the attention of The Head
- Work collaboratively with the Head of English to promote literacy eg D.E.A.R. (Drop Everything And Read)
- Provide induction for all library users to ensure every pupil is able to capitalise on the available resources
- Encourage pupils and staff in using the libraries via a range of library-based activities and events
- Proactively support Heads of Department with strategies and events to promote academic literacy in each subject as appropriate
- Support Pastoral Leaders in the School with strategies and events to promote key pastoral and other events in the school calendar
- Contribute to the School's programme of co-curricular activities by running existing Library clubs or offering new alternatives
- Explore and organise events for National Poetry Day and World Book Day along with annual Book Fairs, and other activities, as part of a Reading Week
- Arrange regular author visits and workshops
- Stay abreast of literary trends and news

## Digital Literacy

- Support the School's Digital Media Strategy by enhancing the libraries' digital infrastructure and promoting material using a range of media
- Assist library users in becoming proficient in using online resources

## Administrative

- Audit the existing libraries' infrastructure to ensure it provides value for money
- Monitor the spending of the annual budget and purchase appropriate stock, maintaining a diverse collection that reflects the pupil body and offers different perspectives on the world
- Manage the issuing and returning of the libraries' stock
- Catalogue new material to the library collection and process new material so that it is ready for shelving
- Shelf stock and keep the libraries in good order
- Review the library management system in order to ensure the system is fit for purpose and support its use by pupils and staff
- Evaluate the effective use of both hard copy and electronic journals to ensure material is accessible and available to users in the most appropriate fashion

## Other

- Support the School vision and current School objectives as outlined in the School Development Plan
- Work with Senior and Middle Leaders to ensure resources are in place to support specific school events
- Oversee the development of Pupil Library Assistants
- Provide material to the Marketing team to promote and showcase events in the libraries
- Engage actively in the performance review process
- Any other reasonable duties requested by the Head to assist in the smooth operation of the libraries and/or the School

# PERSON SPECIFICATION

The successful candidate will be expected to have:

## **Education:**

- Essential: A degree
- Desirable: Chartership (MCILIP or equivalent) or library qualification

## **Experience:**

- Previous librarian experience
- Previous experience of working in a school or other academic environment

## **Skills and Personal Qualities:**

- To be an avid reader and advocate of reading
- Have an enthusiasm for and an excellent knowledge of children's literature, young adult and adult literary fiction
- Ability to work alone and as part of a team
- Ability to communicate well within the School and wider communities
- Good level of ICT skills including LMS experience
- Excellent organisational skills
- Ability to deal confidently with enquiries from library users
- Ability to develop a culture of mutual respect with the pupils
- Enjoy working with young people
- A commitment to continued professional development
- Support and contribute to the School's responsibility for safeguarding pupils





# HOW TO APPLY

1

If you would like to apply for this role, please download the application form from the **School website**, Our Guidance Notes for Applicants can also be found on the website.

[View Online Page](#)

2

Your application form should be completed in full and returned to **applications@millhill.org.uk** by **9:00am on Tuesday 4 October 2022**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Foundation is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

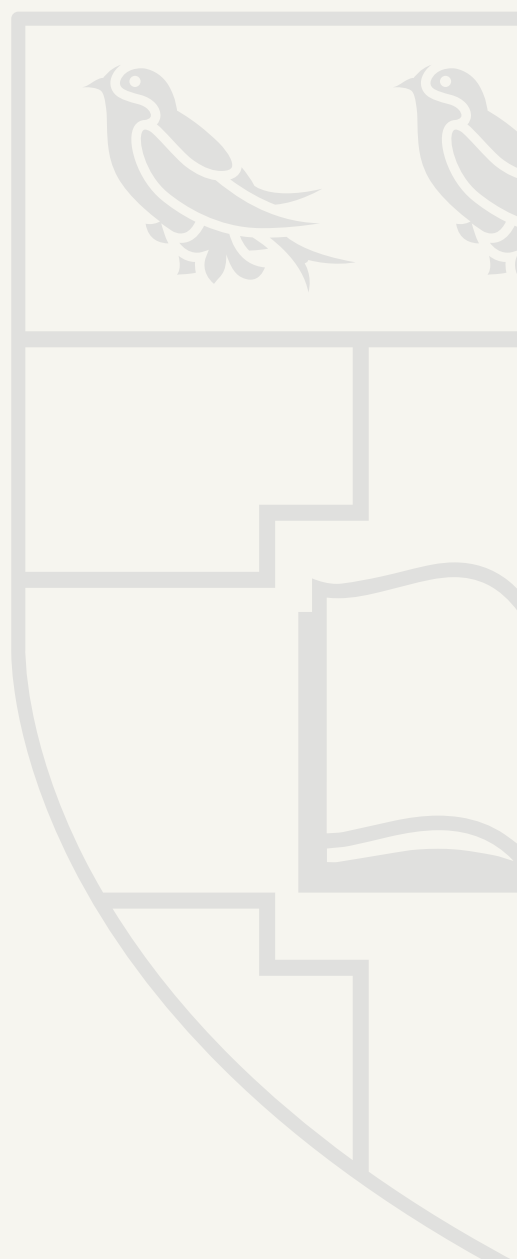
The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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**Mill Hill School**  
The Ridgeway  
Mill Hill Village  
London NW7 1QS

020 8959 1221  
**millhill.org.uk**

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