**Library Assistant**

 Part time term time – 26.5 hours pw / 39 weeks pa

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| **Job details** |
| Employer | Elthorne Park High School |
| Location | Ealing, London |
| Salary | Scale 5  |
| Actual annual salary  | £16,930 - £17,857 |
| Contract term | Permanent  |
| **Job dates** |
| Posted | 13 October 2021 |
| Closing date | Midday on Tuesday 2 November 2021 |
| Job starts | ASAP |

**The school**

Elthorne Park High School is a successful and significantly oversubscribed 11-18 mixed school based in Ealing with 1300 students including 250 in the Sixth Form. Elthorne Park is a high-performing school and in March 2019 Ofsted judged us to be outstanding.

With a new £14 million state of the art building equipped as a centre of excellence, we offer a range of outstanding resources to support teaching with a particular focus on ICT and new technologies.

**The role**

The post holder should be capable of working effectively in a small team, delivering an excellent service to the school community and overseeing the organisation of the library under the guidance of the school librarian. The successful candidate would also be required to supervise students, support the librarian in the classification and cataloguing of all library resources and create a high standard of display which encourages reading and study.

**For further information and an application form please refer to the links on our website** [**www.ephs.ealing.sch.uk**](http://www.ephs.ealing.sch.uk) **and forward completed forms to Ms Wendy Henderson, the Headteacher’s PA on** **whenderson@ephs.ealing.sch.uk**

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake*

*a DBS enhanced clearance for the school.*