



NOTTINGHAM
HIGH SCHOOL

CANDIDATE INFORMATION PACK

LIBRARY INTERN one year fixed term

To start September 2022



COME AND JOIN US!

Nottingham High School has a vacancy for a Library Intern to join the School in September on a one year fixed term basis.

Completed application forms should be sent electronically to jobs@nottinghamhigh.co.uk no later than **10am on Friday 24 June 2022**.





THE SCHOOL

We are a School with a rich history dating back to 1513, we pride ourselves on developing happy, confident and driven students with a love of learning.

Nottingham High School is not your average School, we have a very strong academic reputation and achieved the best examination results in the region last summer. We were named the East Midlands Independent Secondary School of the Decade by The Sunday Times Good Schools Guide 2021 and ranked first for academic results in the East Midlands by The Sunday Times Independent Schools Guide 2022.

The High School is an independent day school (HMC) for boys and girls aged 4 to 18. Our Junior School, Senior School and Sixth Form are based on-site at Waverley Mount and our Infant School is based across the road at Lovell House.

The Infant and Junior School (ages 4-11) has over 330 students. There are approximately 820 students in the Senior School, with a vibrant Sixth Form of over 240. The School's move to co-education has been a great success with 375 girls in School, with further significant growth planned in future years.

Students come from a wide range of backgrounds and the School is committed to maintaining a representative entry, supporting this with generous bursary and scholarship funds. Together, these mean that about a tenth of Senior School students receive some form of financial assistance. Entry is by competitive assessment in the Spring Term.

Our support staff are a vital part of the School's success, we work hard to make Nottingham High School a place where people love to work. Our teachers and support staff work closely to achieve the aims and objectives of the School. The Nottingham High community is at the heart of our culture.

VIRTUAL TOUR

Take a look inside our Schools!

[Infant School tour](#)

[Junior School tour](#)

[Senior School & Sixth Form tour](#)

THE SUNDAY TIMES
**SCHOOLS
GUIDE
2021**

**EAST MIDLANDS
INDEPENDENT
SECONDARY
SCHOOL
OF THE DECADE**

THE SUNDAY TIMES
**INDEPENDENT
SCHOOLS
GUIDE
2022**

**RANKED FIRST
FOR ACADEMIC
RESULTS IN THE
EAST MIDLANDS**



LIBRARY

Our well-resourced Library is situated in the oldest part of the Senior School and is generously proportioned, with separate accommodation for both Upper and Lower Schools as well as our Archive holdings. It provides a calm and conducive environment for study and reading.

The Library provides up-to-date books, cutting edge e-resources, foreign language and popular DVDs, supporting both recreational and hobby reading alongside extended reading for curriculum subjects and research. Providing daily newspapers and a selection of magazines and journals encourages engagement with current affairs and new developments in Science, IT, Art and Sport.

We also have a separate library provision in Lovell House Infant School and our Junior School, both of which are well-stocked and well-used by our younger pupils.

THE ROLE

Primary Purpose

The successful candidate will be a dynamic, responsible and positive individual who is prepared to throw themselves into our busy School community with commitment and enthusiasm. They will need to relate well to young people, whilst retaining a suitable professional distance. They will be able to work on their own or as part of a group, lead activities as required and follow the School's expectations of staff in terms of behaviour as outlined in the staff code of conduct and other School policies.

The successful candidate will support the Library at both Senior and Junior School in a number of ways, including, but not limited to:

- Assisting in Library administration including book issue and keeping the Library tidy
- Providing support and encouragement to Junior School pupils in their choice of books and ensuring the Junior Library is kept tidy and well structured
- Assisting with Library sessions promoting reading and learning
- Work with the Assistant Head Teaching and Learning and the Librarian on planning and delivery of inspirational author visits to School for a range of ages
- Work creatively to develop reading for pleasure at the Senior School through innovative displays and book promotion
- Be an approachable and enthusiastic presence in the Senior School to encourage students in their reading
- Work closely with the Heads of Department to ensure the Library provides the right range of learning resources to encourage independent study as well as recreational reading
- Contribute to the Senior School's co-curricular programme through a range of book clubs and reading groups.
- The successful candidate should be able to show a high level of competence and ability and have a passion for reading and study in support of a wide range to pupils and students.

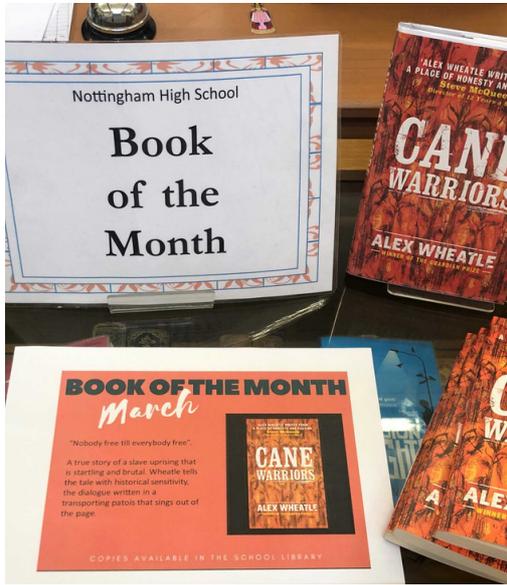


THE PERSON

Personal Attributes

Essential

- Organised and motivated
- Systematic approach, attention to detail and ability to prioritise a busy and varied workload
- The ability to adapt communication style to a wide variety of audiences
- High level of literacy
- Approachable and friendly with good inter-personal skills
- Able to work to tight deadlines when required



SAFEGUARDING

Child Protection

Nottingham High School is committed to doing all it can to ensure the safety and wellbeing of its students.

All adults who work at the School must recognise that there is an absolute duty to respond to any issues that are brought to their notice and as such, this post is subject to an enhanced DBS check. The post holder's responsibility for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. Any safeguarding concerns must be reported to the School's Designated Safeguarding Lead.

Mandatory training in safeguarding children is given to new members of staff.

All posts in School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

As a part of our pre-employment checks, your past and current employers will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although a current employer may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.

BENEFITS OF SERVICE

Professional Development

The High School believes in, supports and resources an extensive system of continuing professional development and all teachers and non-teaching staff participate throughout their careers. The School has developed an Appraisal Scheme for all staff. Each member of staff has a Line Manager with whom they have Professional Review or appraisal meetings for their individual personal development. In this case, the Deputy Head (Individuals) is the line manager.

Working Environment

This is an enjoyable and stimulating place to work. We offer a wide and varied range of staff benefits including free refreshments and school lunch during term time. Staff organise a series of social events during the year including an annual Christmas event. Many of the facilities of the School are open to staff and their families, including the gym and swimming pool.

Eligible employees who have children in the School currently benefit from some remission of fees in accordance with School policy, at the discretion of the Governors.

Living in Nottingham

Good quality housing in Nottinghamshire and the surrounding counties is affordable and as a result many of our staff have a good choice of areas to live in and experience a good quality of life. Most live within a twenty-minute commute of school. There are many attractive villages surrounding the city as well as good quality housing in the city. In the centre there has been considerable development of high-quality apartments.

The School is well served by public transport and is on the tram network. In addition, there is car parking available on site.



Drop Everything and Read
Wednesday 23rd January
See email for more information.
What will you be reading?



HOW TO APPLY

The Application

Candidates should complete the School's application form electronically and email this to jobs@nottinghamhigh.co.uk. Applications will only be considered from candidates completing the form in full. We will acknowledge receipt.

Before interview, we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

Equal Opportunities

Nottingham High School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community.

The High School recognises its responsibility to treat equally each person who comes into contact with the School. All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

The School is committed to Diversity and Inclusion. Our statement on this can be found [here](#) on the School website.

Informal Queries

If you have any questions about this role prior to applying, please email jobs@nottinghamhigh.co.uk and we will be pleased to assist you.



INVITATION TO INTERVIEW

Interviews

It is intended that interviews will be held in School shortly after the closing date.

At interview all candidates must bring with them or be able to show certificates confirming any education and professional qualifications that are necessary and relevant to the post. Where originals or certified copies are not available, candidates must provide written confirmation from the relevant awarding body.

In addition, all candidates need to show their birth certificate & valid passport to confirm their identity. Originals of these documents are required, we cannot accept photocopies. If you are being interviewed online a member of the HR team may ask to see your documents on screen before your interview starts.

Pre-employment checks

Any offer of employment will be conditional upon:

- receipt of satisfactory references
- verification of identity and qualifications
- evidence of the right to work in the UK
- a Barred List check
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to HR) and a Staff Suitability Self-declaration
- where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with DfE Circular 4/99