



THE URSULINE ACADEMY ILFORD

A Catholic Secondary School for Girls Aged 11-19 in the Diocese of Brentwood



MISSION STATEMENT:

The Ursuline Academy Ilford is a Catholic community of faith, love, kindness and service. Guided by Gospel values and the Holy Spirit, we strive to create an inclusive environment where everyone in our diverse community can reach their full potential in all their endeavours.

Our young women are inspired by the witness of St Angela and the vibrant school community, whose motto 'SERVIAM'- I will serve, empowers us all to play our full part in society.

LIBRARY ASSISTANT

July 2025



WELCOME FROM THE HEADTEACHER



The Ursuline Academy Ilford is a four-form entry Catholic comprehensive school for girls aged 11-19, serving students who are supportive of and fully committed to the Catholic ethos of the school. Students who come here, join a community that is committed to success.

The school was founded by the Ursuline Order in 1903 and has been providing high quality education and pastoral care ever since. The school has a strong sense of community underpinned by Gospel values. Visitors regularly remark on the purposeful working atmosphere in which all are expected to do their best. We have an inclusive and community-focused ethos of which we are very proud. Our pupils are welcoming, engaging and articulate. They are ambitious for the school and for their own life beyond it. Consequently, students' behaviour for learning is exemplary.

Governors and staff at the school commit themselves to:

- Recognising the value and uniqueness of every student we teach
- Ensuring that the school is a safe place to be and one where the interests of justice are served
- Creating a community which is inclusive, one whose basis is mutual respect and equality
- Maintaining the long tradition of trust, cooperation and courtesy
- Generating good order and discipline based on sound relationships between staff, students, parents and carers
- Nurturing the religious and intellectual lives of our students through curricular and extra-curricular activities
- Inviting parents and carers to play an active role in their daughter's development, academically, spiritually and morally.

I am delighted you are interested in our school and hope this gives you some insight into who we are and what we stand for.

Fiona A Stone
Headteacher



THE URSULINE ACADEMY ILFORD

LIBRARY ASSISTANT

From: 1 September 2025

5 days, 36 hours per week.

Monday to Thursday 8.15am – 4.30pm, Friday 8.30am-4.30pm

Lunch time – from 1.45pm to 2.45pm

Pay Scale: NJC Scale 4 – Range 7 - 11

FTE Salary: £29,346 - £31,074 (inc. Outer London Allowance) per annum

Actual Salary: £25,693 - £27,206 (inc. Outer London Allowance) per annum

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the changing demands that are a part of school life. This Job Description is a guide to the level and range of responsibilities the post holders are expected to undertake. It is neither exhaustive nor inclusive and may change from time to time to meet changing circumstances and demands.

The successful candidate will play a key role in our highly successful, popular, and oversubscribed Academy, where our ethos is rooted in Gospel values and the Ursuline motto of 'Serviam'.

HOW TO APPLY

Application Form is available to download from <https://www.uai.org.uk/joining-us/come-work-at-uai>

Please submit the Academy application form and address the selection criteria and include your thoughts on what makes a good Library Assistant.

Please return your completed application form via email to: applications@uai.org.uk

Visits can be arranged by appointment please contact our HR Officer for details.

Short-listing for the position will take place following the closing date and references will be taken up prior to interview. The Academy is committed to safeguarding and promoting the welfare of children. To ensure that this is achieved we expect all employees to share this commitment and staff will be recruited and selected in line with Safer Recruitment Policy and practice. The successful applicant will undertake an enhanced DBS check.

We reserve the right to interview early applicants before the deadline date.

Please note we are unable to accept CVs.

Closing Date: 12 noon Friday 18 July 2025

Interviews: Monday 21 July 2025



JOB DESCRIPTION

LIBRARY ASSISTANT

REPORTING TO: Head of English

LIAISING WITH: SLT, Teaching and Support Staff and others as required

To support the day-to-day operation of the school library as a calm, welcoming, and inclusive environment that fosters reading for pleasure and academic focus. The role includes supervising the library during unstructured times and sixth form study periods, supporting the reading culture of the school, maintaining resources and systems, and assisting with administrative and literacy-related tasks.

Key Responsibilities

- Supervise students using the library during break, lunch, and study periods, including sixth form (UA6), ensuring a quiet and purposeful atmosphere.
 - Assist students and staff in locating and borrowing appropriate reading and learning materials.
 - Operate the library management system to issue, return, and track resources.
 - Monitor overdue loans and follow up as required.
 - Support the upkeep of the library collection, including shelving, tidying, basic repairs, and stock checks.
 - Prepare displays to promote reading for pleasure and themed events (e.g. Black History Month, World Book Day).
 - Assist with reading activities and book events as directed (e.g. author visits, book fairs, reading groups).
 - Maintain a well-organised, safe, and welcoming environment for all users.
 - Provide basic ICT support for students accessing digital resources or using library computers.
 - Support students with basic research and independent study, signposting resources as appropriate.
 - Support the work of student library volunteers or helpers under staff direction.
 - Carry out administrative tasks related to the library's function and any other duties reasonably requested by line management.
 - Supervise sixth form students during private study sessions, promoting independent learning and appropriate use of study time.
 - Support sixth form students in using academic resources and organisational tools effectively.
 - Uphold the school's safeguarding policies and report any concerns following the appropriate procedures
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PERSON SPECIFICATIONS

Criteria	Essential	Desirable
Qualifications	GCSEs including English and Maths (A*-C or equivalent)	Library or information-related training/certification
Experience	Experience working or volunteering with children or young people	Experience working in a school or library setting
	Experience using IT systems for basic admin tasks	Familiarity with a library management system
Skills & Knowledge	Knowledge of young adult and children's fiction	Understanding of how to support reading for pleasure
	Ability to stay calm and supervise students positively	Understanding of safeguarding and professional boundaries
	Good organisation and time management skills	Basic knowledge of Accelerated Reader or similar tools
	Able to use Microsoft Office and email effectively	Experience supporting study or research skills
Personal Qualities	Friendly, approachable, and professional	Enthusiastic about promoting reading and learning
	Ability to work independently and take initiative	Willing to support wider school events and initiatives
	High expectations of student behaviour	
	A commitment to safeguarding and promoting the welfare of children and young people.	Flexible and adaptable team member

DECLARATION

I have read the job description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection /Safeguarding and Health & Safety regulations. I further understand that the above does not constitute an exhaustive list and I agree to undertake any reasonable request made of me by the Headteacher or Deputy Headteacher acting on his/her behalf.

Signature:

Date:

