



Every Student Thriving

# Librarian and Media & Marketing Assistant

Permanent Position

To start September

Salary Range 3

Actual annual salary £13,577p.a.

(FTE £27,310p.a.)

22 hours per week, days/times to be mutually agreed  
38 weeks a year (term-time including 3 INSET days), plus up to 2 INSET days to be worked on a timesheets basis.

Do you want to work with young people and help them to fulfill their potential?

We are looking for an enthusiastic and committed person with a keen interest in reading and literacy to support students across the age range (11-18) in the Library and to promote the school. Reliability, patience, and flexibility are essential. Some experience of working with secondary age students is desirable.

The John Colet School is a caring school where we pursue academic excellence, celebrate success and develop students to become active members of our school and wider community. We are constantly striving to improve. Other reasons staff enjoy working at John Colet School (Ofsted rated – good) include;

- Good work/life balance
- Being appreciated and recognised for a job well done
- The support from colleagues and SLT
- Respect and politeness from students
- Range of resources and support available to help achieve personal and professional goals
- Coaching and CPD workshops
- Lovely setting/environment (with plentiful, free staff parking)
- A be kind culture
- Equality and diversity in the workplace is practiced
- A wide variety of trips and extra-curricular activities (please see our website)
- Well-being activities for staff including weekly yoga, strength & conditioning and pilates classes
- Access to onsite newly opened gym

Closing date: 9am Monday 9 September.

Interview date: t.b.c.

Previous applicants need not apply.

Please email completed application forms to [office@johncolet.co.uk](mailto:office@johncolet.co.uk)

The John Colet School takes the safeguarding and wellbeing of students seriously and this post is subject to an enhanced DBS, KCSiE and Qualifications check.