



Stoke Newington School
& Sixth Form

Recruitment Pack

Library Assistant (Volunteer)

Immediate start

Compassion



Ambition



Resilience



Excellence



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Headteacher's Welcome

Dear Applicant,

A warm welcome to Stoke Newington School (SNS) and thank you for your interest in the post for **Library Assistant**. This is an exciting time to be working with us as we move forward to enhance our offer, so we achieve outstanding academic outcomes and close the gaps in student achievement.

We are an oversubscribed school with a diverse and enthusiastic student intake reflecting our local vibrant community. Our recent Ofsted inspection (July 2022) recognised us as a "Good" school with many strengths. Our students are "proud of the diverse nature and inclusive ethos of their school. Enthusiastic and committed teachers make lessons interesting for pupils," and "teachers have strong subject knowledge and are passionate about their subjects."

This is a key post for the school. You will be one of a strong team who are keen to develop consistently outstanding practice in supporting our diverse student intake.

You must have excellent interpersonal skills, a strong team ethic, drive, determination, energy, and the highest expectations of every student. You must be committed to excellent provision for our students.

We are committed to our pledge of being an anti-racist school and strive to have a workforce reflective of our school body. Applicants from Black and Global Majority backgrounds are strongly recommended to apply.

Best wishes,

Zehra Jaffer
Headteacher





Our core values and expectations for every student

At Stoke Newington School and Sixth Form, we want all our students to be proud of the school in which they study and be respectful and engaged members of the SNS community.

Compassion

We are polite and courteous and keep our voices.
quiet to show consideration for our community.

Ambition

We actively participate in lessons and use the feedback.
given to us to go above expectations.

Resilience

We understand that mistakes are part of learning and strive.
to work hard, even when the task may be challenging.

Excellence

We take pride in our smart appearance, the brilliant
work in our books and our commendable behaviour.

Equality at SNS

We are incredibly passionate about creating a fair and equal community within our school. We set out these objectives to achieve and maintain an environment where every young person feels valued, cared for, and empowered to succeed.

Objective 1

Actively close gaps in attainment and achievement between pupils and all groups of pupils; especially pupils eligible for free-school meals, pupils with special educational needs and disabilities, looked after children and pupils from minority ethnic groups.

Objective 2

Reduce the incidence of the use of racist, homophobic, biphobic, transphobic and sexist language by pupils in the school.

Objective 3

Promotion of cultural understanding and awareness of different religious beliefs between different ethnic groups within our school community.

Objective 4

Monitoring and promotion of the involvement of all groups of pupils in the extra-curricular life of the school, including leadership opportunities, especially pupils with special educational needs and disabilities.

Performance

You can view and download the full 2022 Ofsted report [here](#). For performance tables and more statistics about our school, please visit our page on the [Department for Education website](#).

Staff Benefits

We understand teaching and working in schools can be hugely rewarding but can also be demanding. Our staff are totally committed to the young people, colleagues, and families in our community. We seek for all our staff to have a healthy work-life balance. Our staff benefits are one way we show our appreciation to our staff.



Development and Training

Quality continuing professional development is essential to ensure everyone maintains and enhances the knowledge and skills necessary for a positive learning environment. As practitioners, we seek to be well-informed about recent evidence-based research. At SNS, we allocate time to implement strategies so teaching practice maximise the learning in the classroom. The SNS Teaching and Learning Hub is the teacher training, professional development, and quality assurance element of our school. The Hub, led by the Assistant Headteacher leading on Teaching and Learning together with the Lead Practitioner and Early Careers teacher Mentor, provide support and expertise to staff and departments across the school.

Flexible and Family Friendly

We know it can be challenging finding the right work-life balance. We want the absolute best people to work in our school, and so we want to support flexible working. We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements. The number of part-time staff is above average for similar schools, and we always try to accommodate if the timetable and resources permit. It is important that staff who are parents, do not miss important milestone events, such as your child's first day at school or graduation. Where we can, we will support these important

moments. As part of our admission policy, staff members with children who wish to attend SNS are given a priority school allocation.



Health and Wellbeing

Balancing everyday life with the requirements for work and home can create pressures for all of us. Work is a large part of people's lives. Each member of the teaching staff is equipped with a laptop. However, it is vital to ensure that there is a productive, healthy environment that is conducive to a healthy lifestyle. We actively encourage emails to only be sent during 7am and 6pm of a school day, and not during the weekend. The school will operate a texting service to alert staff should there be a need in an emergency.

A subsidized lunch from our school canteen helps our staff through the day. The culinary offer is wide and highly popular with staff and students alike.

Optical expenses – we offer free eye tests for staff who use display screen equipment.

All employees are part of the Employee Assistance Programme. The Employee Assistance Programme is a 24/7 confidential service giving employees access to a range of support from lawyers, health, and wellbeing professional, financial and debt specialists, and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

Getting to Work

By car: We have on-site parking. Applications will be considered on an individual basis. Please note, Stoke Newington School resides on a School Street which means you cannot enter Clissold Road between 8.30am-9.30am or 3pm-4pm. You can leave the road at any time.

Discounts

Staff are offered a Vectis card, this is a discount card offering savings across retail shops, tourist attractions and holidays. Clissold Leisure Centre, immediately opposite our school, offers a 10% discount on their membership scheme.

SNS Staff Association

A strong sense of belonging is essential for us to thrive in the workplace. Our staff association holds events for staff, and their families, from weekly football, half-termly socials and Family Fireworks evening. In addition, such events as the Community Evening and our annual school performance are open to all staff and their families.





Job Advertisement

Library Assistant (Volunteer)

Immediate start

Voluntary, Term Time Only

The School

This is an exciting opportunity to contribute to a successful and popular 11-19 inner-city comprehensive school. The school is especially committed to creative teaching and learning. We aim that every colleague has excellent professional development which leads to every student having an outstanding education. Stoke Newington School is dedicated to being anti-racist, and inclusive, by striving hard to challenge through our curriculum. We seek to inculcate and strengthen the knowledge, confidence, and skills for all in our community to challenge racism.

The Post

This voluntary role involves supporting the work of the school library and helping to promote reading for pleasure across the school. Volunteers may help with issuing and returning books, maintaining a welcoming library space, supporting students with book choices, assisting with displays and reading events, and helping subject teams to make best use of library resources.

How to Apply

If you are interested in joining our team please apply via Schrole using [this link](#).

Please note that we will no longer be accepting applications made via the application form.

The closing date for receipt of applications is **midday Monday 8th December 2025**.

Interview will be taking place shortly after.

Our school is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. The successful applicant will be required to undertake pre appointment vetting checks in line with Keeping Children Safe in Education statutory guidance including an Enhanced DBS check. References will be sought and online searches will be carried out for all applicants invited to interview.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

This is a voluntary position. It does not create a contract of employment and volunteers are free to end their involvement at any time.

Reasonable out of pocket expenses, such as travel, will be reimbursed.



Job Description

Title of Post: Library Assistant

Salary: Nil – Voluntary Position

Hours: Library support is needed between 10am and 2pm. Volunteers are invited to offer time within these hours, depending on their availability. There is no obligation to attend at set times.

Supporting the Librarian

Post Purpose:

This is a voluntary role supporting the library team in encouraging positive use of the library and promoting reading for pleasure. The role is flexible and does not involve any contractual duties or set hours.

Typical Activities Volunteers May Support With

Provide general clerical assistance including:

- Use ICT packages relevant to the library e.g., Microsoft Office (Class Charts, SIMS, Outlook, basic Excel, Power Point), Internet, Reading Cloud Library Management System.
- Issue and process resources.
- Prepare and distribute overdue book reports.
- Shelve books in the correct section of the library and general library tidying.
- Basic repairing of books, reporting any vandalism to the Librarian.
- Assist users with locating and using resources including ICT.

Provide practical assistance including:

- Contribute to the maintenance of a safe, welcoming, caring and stimulating environment for students.
- Monitor student behaviour within the library area and deal with low-level issues in line with the school behaviour policies.
- Support library users with research skills.
- Recruit, supervise and train student librarians.

Support the promotion of Reading for Pleasure:

- Be an advocate for reading around the school.
- Assist in developing, promoting, and running activities to encourage reading for pleasure and literacy.
- Promote the Library service and resources via the school's social media channels, website and
- in-house displays
- In liaison with the Librarian, Inclusion Leader, Literacy Leader, Year Group Leaders, and tutors, encourage all year groups and target groups in using the library and resources.

General Requirements:

- Volunteers are encouraged to support an inclusive, respectful and welcoming environment in line with the school's values.



- Volunteers are asked to follow the school's guidance on equality, diversity, safeguarding and health and safety while on site.

Equal Opportunities

- Highest ambition for the achievement of every student.
- Understanding of the needs of different students, and the appropriate policies and strategies to support them.
- Understanding of the needs of SEND students.



Personal Specification

		Essential	Desirable
	Criteria		
	Knowledge of library lending and returning procedures		✓
	Knowledge of book classification systems		✓
	Familiarity with general ICT packages e.g. Word, Excel, Outlook, Powerpoint	✓	
	Experience of working with school library ICT packages, particularly READING CLOUD		✓
	Excellent organisational skills	✓	
	Ability to assist and direct pupils in the use of resources		✓
	Good communication skills	✓	
Knowledge & Skills	Excellent reliability, attendance, punctuality and commitment	✓	
Qualifications	English and Math GCSE (A* - C)		✓
	Experience of general clerical duties		✓
	Experience of promoting reading with young people		✓
	Experience of working with young people		✓
Experience	Experience of school library systems	✓	