

Librarian

Responsible to: Member of the Senior Management Team

Salary: £28-30k (actual salary, dependent on experience)

Contract Type: Permanent, Full Time, Term Time plus 2 admin weeks.

Hours of Work: Monday to Friday 8.30am - 5.00pm, 37.5 hours per week.



The Opportunity

The Librarian is responsible for the strategic development and day-to-day management of library services at St Leonards for Senior School pupils (Years 7–13). Housed within the historic and beautiful Queen Mary's Library, which sits at the very heart of school life, the post holder plays a central role in fostering a lifelong love of reading, promoting intellectual curiosity, and embedding a vibrant culture of inquiry across the school.

Working closely with academic departments, IB Programme Coordinators and pastoral teams, the Librarian will support research skills, information literacy and independent learning. The role also contributes to the wider cultural and intellectual life of St Leonards through literacy initiatives, author visits, collection building and support for the Alumni and Development team through the promotion and presentation of the school's historical archives.

The role is dynamic, highly visible and collaborative. The successful candidate will create an inspiring, inclusive and purposeful learning environment for Senior School pupils.



DISCOVER ST LEONARDS

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged 5 to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with c.550 pupils from Kindergarten to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 34 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is Ad Vitam ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year for Academic Performance' in 2024 and 2026 by the Sunday Times

The average IB Diploma points score in 2025 was 36, with over 85% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one hour flight from London, our

envious Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

Key Responsibilities

Strategy

- Contribute to the strategic development and continuous improvement of library services across the school, ensuring Queen Mary's Library aligns with academic priorities, Senior Management Team objectives and the IB inquiry framework.
- Formulate and implement forward-thinking collection development policies for print and digital resources, ensuring diverse, contemporary and balanced representation tailored to Senior School pupils (Years 7–13).
- Stay informed of national and international developments in librarianship, literacy education and digital research tools.

Leadership and Management

- Oversee the daily operations, administration and stock management of Queen Mary's Library, maintaining a warm, welcoming, organised and accessible study environment.
- Manage the Library Management System (LMS), cataloguing, lending processes, stock control and routine collection audits.
- Manage and monitor the annual library budget effectively, maximising resource quality, diversity and value.

Academic and Pastoral Provision

- Lead reading initiatives across Years 7–13 that promote a genuine love of reading for pleasure, working closely with academic departments, while supporting whole-school literacy and Junior School library events.
- Collaborate with teaching staff to integrate library resources directly into the curriculum and deliver or assist with lessons focused on research methodologies, academic integrity, citation and information literacy.
- Provide tailored guidance to Senior School pupils undertaking independent study and extended research projects as part of IB or GCSE programmes, particularly around the Extended Essay and Reflective Project in the Sixth Form.
- Maintain a calm, purposeful and inclusive study space throughout the school day, including supervision of independent study periods.
- Ensure Queen Mary's Library is a safe, welcoming and inclusive hub that actively promotes pupil wellbeing and scholarship.

Child Protection

- Maintain full compliance with the St Leonards Safeguarding and Child Protection Policy across all library spaces and activities.
- Exercise high levels of emotional intelligence and professional discretion when liaising with pastoral teams, House staff and academic leaders regarding pupil welfare.
- Ensure a safe, secure and supportive environment for all pupils using Queen Mary's Library.

Community, Archives and Events

- Plan, organise and execute engaging literacy events, including World Book Day, Book Week, reading challenges and visiting author sessions.
- Design vibrant, high-quality physical and digital displays highlighting diverse authors, topical themes and cross-curricular initiatives.
- Work collaboratively with the Alumni and Development team to support archival promotion, including sourcing, preparing and curating historical items and displays for alumni reunions, development publications and school heritage events where appropriate.

Data and Digital Resources

- Oversee the acquisition, integration and user access for digital platforms, online databases, e-books and academic journals supporting IB learning and independent research.
- Monitor and analyse library usage statistics, borrowing trends and resource engagement to inform stock purchasing and measure the impact of literacy initiatives across year groups.

Additional Responsibilities

- Participate in relevant whole-school academic committees, staff briefings and professional development days.
- Support wider co-curricular activities, clubs or societies linked to literature, creative writing or research where appropriate.
- Undertake reasonable additional duties as required by the Deputy Head Academic or Senior Management Team.

Person Specification

The successful candidate will demonstrate the following qualities and experience.

Education, Training & Qualifications

Essential

- Degree-level education or equivalent standard.
- Strong IT literacy, including digital resource platforms and library management systems.

Desirable

- Additional qualifications in library management.
- Familiarity with the International Baccalaureate (IB) framework (MYP/DP/CP).

Experience

Essential

- Proven experience working directly with young people in an educational or youth setting.
- Demonstrable track record of promoting reading, literacy and research skills.
- Experience managing collections, budgets or physical learning spaces.

Desirable

- Experience working in a secondary or independent school library environment.
- Experience supporting archival promotion, alumni engagement or heritage displays.
- Experience organising author visits or whole-school literacy events.

Skills

Essential

- Highly organised, proactive and creative in approach.
- Strong ability to foster and maintain a calm, purposeful study environment.
- Excellent command of digital research tools and information retrieval techniques.

Desirable

- Working knowledge of modern Library Management Systems (e.g. Accessit, Oliver, Heritage).
- Deep knowledge of contemporary young adult literature and non-fiction.

Interpersonal & Personal Qualities

- Passionate about literature, research and pupil development.
- Outstanding communication skills to build strong relationships with pupils and staff.
- High emotional intelligence, professional warmth and discretion.
- Collaborative, flexible and enthusiastic team player.
- Enthusiasm for school heritage and assisting the Alumni team with archival materials.

What Success Will Look Like

- Queen Mary's Library is a popular, welcoming, organised and purposeful hub of learning at the heart of Senior School life.
- Pupils develop a stronger love of reading, confidence in research and information literacy, and greater independence in their learning.
- Library collections and digital resources are contemporary, diverse, balanced and aligned with curriculum and pupil needs.
- Teaching and pastoral colleagues see the Librarian as a collaborative partner in curriculum delivery, inquiry and pupil development.
- Literacy events, author visits, displays and co-curricular activity create visible energy around reading, literature and intellectual curiosity.
- The school's heritage and archive collections are used thoughtfully to support alumni engagement and the wider life of the School.



THE APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

Applications should be made via St Leonards [Teacheroo portal](#). The closing date and time for applications is Noon on **13th September 2026. We reserve the right to close the vacancy earlier.**

Please note : St Leonards cannot offer visa sponsorship therefore applicants must have the right to work in the UKAny questions may be directed to recruitment@stleonards-fife.org in the first instance.

All successful applicants will be required to be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.