

ERSKINE STEWART'S MELVILLE SCHOOLS

STEWART'S MELVILLE COLLEGE



Job Description

Teaching Assistant (with responsibility for Senior School Library and Duke of Edinburgh's Award Scheme Administration)

Purpose of Job

Teaching Assistant (Senior School Library and Duke of Edinburgh's Award Scheme Administration) has particular responsibility for providing essential support to the School's Library and the Duke of Edinburgh's Award Scheme Staff. This role involves a combination of administrative, supervisory, and promotional tasks to ensure the smooth operation of the library and the administration of the Duke of Edinburgh's Award Scheme across both Stewart's Melville College and The Mary Erskine School.

Accountability

Teaching Assistant (Senior School Library and Duke of Edinburgh's Award Scheme Administration) is accountable to the Librarian at Stewart's Melville College.

Key Relationships

Teaching Assistant (Senior School Library and Duke of Edinburgh's Award Scheme Administration) works closely with staff and pupils who use the service and the staff who run the Duke of Edinburgh Award Scheme.

The Post:

Key Responsibilities

Vision and Values

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role.
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community.
- Fostering an environment that supports the development of these values among students and staff.

Working with Others

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Taking responsibility for personal development

Community

- Positive relationships with parents and the wider ESMS community

Learning

- Leading a culture of challenge and support to allow every student to be the best they can.

Safeguarding

- Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount.

Supporting the leadership of the Schools

Senior School Library Duties:

- Assist with the day-to-day running of the library, supervising, supporting, and engaging with students to maintain a positive learning environment
- Process and catalogue new stock
- Assist with the selection of resources and promote their use
- Re-shelve returned stock and tidy shelves
- Assist with maintaining an appealing and welcoming library space through creative and innovative displays
- Operate the Library Management System (Accessit), including inputting data; issuing and returning resources; operate the reservations system and assisting with stock checking
- Assist in maintaining the Library’s Firefly pages
- Supervise students using the library and maintain discipline
- Deputise for the librarian in their absence
- Encourage reading for pleasure and the enjoyment of literature by supporting reader development activities such as author visits and events
- Maintain a current knowledge of age-appropriate fiction
- Contribute to the Library’s extra-curricular program by supporting the Pupil Librarian team
- Carry out other tasks as deemed appropriate by the librarian

Duke of Edinburgh’s Award Scheme Duties:

- Support the Head of Outdoor Learning with all administrative tasks associated with the Duke of Edinburgh's Award Scheme
- Assist DoE Coordinators with administrative tasks associated with the Duke of Edinburgh's Award
- Enrol pupils to eDoE and maintain an accurate record of pupil involvement and progress within DoE
- Maintain contact with DoE Head office for eDoE logging
- Book transport and accommodation for expeditions
- Assist in maintaining the DoE Firefly pages
- Carry out other tasks as deemed appropriate by the Head of Outdoor Learning

Other tasks:

- Provide admin support for all SchoolPost/email communications to pupils and parents
- Collate achievements of pupils including preparing certificates and badges for presentation at assembly
- Maintain stock supplies
- Troubleshoot log-in difficulties
- Keep Teams lists up-to-date

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Previous experience of using the Microsoft Office suite of programmes 	<ul style="list-style-type: none"> • Previous experience of working in a school or education setting • Previous experience of working in a library • Previous experience of doing tasks for a variety of people in a role
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Ability to work with teenagers and engage them in library related activities • Excellent communication skills (orally and in writing) • Ability to work as part of a team • Ability to engage with pupils and nurture and encourage a positive relationship 	<ul style="list-style-type: none"> • A knowledge of libraries and love of books and reading

	<ul style="list-style-type: none"> • Excellent administration skills • A readiness to be flexible in working practices • Ability to use initiative, multi-task and prioritise own workload with good attention to detail • Independent, self-motivated and organised • Dealing with every situation calmly and professionally 	
Personal Attributes	<ul style="list-style-type: none"> • High professional and personal standards • Workplace flexibility and a willingness to adapt to change with regards to how and when work is progressed • Commitment to the ESMS values • Desire to work closely with teenagers 	<ul style="list-style-type: none"> • Commitment to continuous professional development

REMUNERATIONS AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

The post This is a temporary part time (term time only) position available from 14 August 2025 (subject to satisfactory pre-employment checks) until June 2026.

Hours of Work The hours of work will be part-time, Monday to Friday, from 9 am until 3 pm, with 30 minutes unpaid for lunch, totalling a paid working week of 27.5 hours.

Salary Salary will reflect qualifications and relevant experience. As this is a part time post, the pro rata salary range is £16,199 to £16,777 per annum (ESMS Support Staff E Scale).

Holiday	Annual leave will be a paid allowance in the annual salary as this is a term time only contract. All holidays will be taken during the school holidays.
Location	The postholder will be based at Stewart's Melville College on Queensferry Road.
Eligibility	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.
Pension	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.
Staff Benefits	Staff are offered a range of benefits including: use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

The closing date for applications is 12pm on Monday, 2 June 2025. We anticipate interviews will be held week commencing 9 June 2025.