



Fettes College

Library Assistant



An opportunity has arisen for a part time, term time Library Assistant, motivated to provide a welcoming environment in the College library and carry out their role with energy and enthusiasm.

The Role

Reporting to the Head of Library Services, this role will provide cover and support at certain times of each school day.

Key Responsibilities

- Processing books, including covering, stamping, and updating labels.
- Issuing, reserving and returning library stock.
- Maintaining good order around the library and shelving stock.
- Designing and updating displays to promote reading, events, and encourage library use.
- Helping library users find materials in the library to meet their needs.
- Supervising students using the library to maintain a good working environment.
- Assisting the Head of Library Services when needed for the smooth operation of the library.
- Covering for the Head of Library Services, eg at breaks, to attend meetings, etc.

Qualifications, Skills and Personal Qualities

- ICT proficient
- Excellent communication skills
- Organised and methodical
- Resourceful
- Approachable
- Regard for young people
- The ability to interact well with students and teachers.
- Good time management skills and the ability to prioritise tasks.
- Able to work on own initiative.



Benefits

This is a permanent, part time, term time role, working 8 hours per week, over two days. Additional hours may be available.

Annual Salary: £13.00 per hour

Staff Benefits: In addition to being part of a great team you will be entitled to a range of benefits that include:

- Parking within the campus grounds. The campus is easily accessed by car and bus; there is a bus stop located outside the campus serving a number of routes across the city and to rail stations.
- Membership of Westwoods gym and health club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool.
- Free lunchtime meals during term time, and at other times when catering is provided, and you are on duty.
- Life insurance scheme.
- Excellent Employee Assistance Programme (EAP).
- You will be opted into the Fettes Trust Non-Teaching Staff Pension Scheme after 3 months service. This scheme is a money purchase one and full details of it and your options will be made available to you prior to your

opt-in date. The Fettes Trust will contribute to the scheme and your contribution will be subject to the minimum overall combined employer and employee contribution limits set by the Pensions Regulator. Fettes operate a contribution matching scheme up to 10% of base salary.

- Access to discounted healthcare, additional life insurance, shopping discounts, etc through our benefits portal.

Application Process

The closing date for applications for this role is **Monday, 7th October 2024**.

To apply please go to our website and follow the link for this vacancy:

www.fettes.com

Applications should be made via our website (www.fettes.com) including the details of 2 referees. All applicants are asked to provide, as well as a CV, a covering letter setting out how you meet the person specification and what you feel you can bring to this role. Our Head of Library Services, Cindy Colson, is available to have an informal conversation with any potential candidate prior to applying. If this is of interest to you, please contact recruitment@fettes.com to arrange a time to speak with Cindy.

An offer of employment will be subject to two satisfactory references and a clean report being obtained from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College, or have any questions about how this might work for you, please contact Sadia Hussain-Savuk (DEI Lead) at s.hussain-savuk@fettes.com.



About Fettes

The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with a Prep school for students starting at age 7. Known for its academic excellence, Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). Fettes has a strong focus on pastoral care and all-round education, providing their students with *'A place to live. A place to learn. A place to grow'*. Founded by Sir William Fettes in 1870, it was originally a boy's school and started admitting girls in 1970. The main building was designed by one of Scotland's leading architects, David Bryce. We are a community of more than 1000 individuals, consisting of circa:

- 800 students (with c 600 in the senior school)
- 130 academic staff (with c 100 full time members of the Common Room in the senior school)
- 240 operational staff across a range of departments.



Fettes Moving Forward

Our vision

We have created and developed a bold vision for Fettes, one which focuses on what we believe Fettesians should aspire to be, the skills they will need in life, and the impact we want them to make in the world.

We have called this *Fettes Moving Forward: A place to live. A place to learn. A place to grow.*

You can discover our vision – and how it shapes and informs our future – at [Fettes.com/vision](https://fettes.com/vision)

