

Alleyn's School

Townley Road, Dulwich, London SE22 8SU

Library Assistant

Part time, working 19.5 hours per week, (Monday – Wednesday, 8am – 3pm) term time only

This leading HMC co-educational School seeks to appoint a Library Assistant to join the enthusiastic and professional support team.

The successful candidate will support the work of the Librarian and ensure that the Library is run efficiently and effectively and remains a key resource for pupils and the School.

Applications are invited from candidates who are enthusiastic about literature and reading, have excellent administrative skills and can communicate effectively both verbally and in writing.

The starting salary will be £12,730 per annum (based on an FTE of £30,749). It maybe that further hours are made available later in the year and this will be discussed at interview.

The closing date is Monday 18 November 2019 at 9:00am.

Full job description and application details may be downloaded from our website www.alleyns.org.uk/vacancies, by contacting Human Resources on 020 8613 5016 or by email at hadmin@alleyns.org.uk.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check. Alleyn's is an Equal Opportunities employer.