



HEAD LIBRARIAN

— INFORMATION PACK —



WELCOME

The community of Oundle, in which staff, pupils and the town have coexisted for over 450 years, is quite unique.

Walk around and you will sense both tradition and innovation at every turn, from our remarkable buildings and facilities to the daily interactions that take place within our classrooms. Our teachers live and work in a community from which they draw inspiration constantly. This is a privilege in and of itself. The fact that our teachers do this in the company of our extraordinary pupils, with their endless enthusiasm and thirst for learning both inside and outside the classroom, is what makes Oundle truly special.

Academic rigour lies at the heart of our curriculum. So too does the passion that our teachers have for their subjects. But we do not stand still. Our ability and willingness to change has long been the defining measure of our success, and it is through embracing new facilities, techniques and technologies that we seek constantly to develop our academic curriculum. Our teachers nurture the natural curiosity and ability of Oundelians. We afford them the necessary time, resources and expertise to ensure that each and every pupil is immersed in creative and productive work across the breadth of the curriculum. We acknowledge, pursue and reward academic excellence at every opportunity, be that in the classroom, in our academic societies or in intellectual endeavours beyond the confines of our School.

It is this approach which instils a love of scholarship – a life of learning – in all our pupils and staff, helping to forge an intellectually curious community that collectively seeks to understand better, and ultimately to serve, the complex world we inhabit.

Please do read on and begin to experience Oundle for yourself. A warm welcome awaits.



Schools flourish because of the way in which you treat people. That is not just true of schools, it is true of society and of communities. We value our pupils as able children who love school. What I would say to anyone who is thinking about applying for a teaching role here matches this. If you enjoy the full breadth of school life, if you love your own academic discipline and if you really enjoy the company of teenagers, why wouldn't you work at Oundle? This is not a place where Oxford and Cambridge graduates only dare apply or those with a background in independent schools. This is a living, breathing school with a very diverse pupil and staff body. The teachers who genuinely flourish here are those who are drawn vocationally to teaching and who are aspirational for themselves as well as for their pupils.

Sarah Kerr-Dineen, Head

Hear more from Sarah here:



“TEACHERS HAVE SO MUCH TIME FOR YOU AND TAKE AN ACTIVE INTEREST IN MAKING SURE THAT YOU'RE STRETCHING YOURSELF. YOU ARE GIVEN SO MANY OPPORTUNITIES AT OUNDLE AND IF YOU MAKE THE MOST OF THEM, YOU WILL JUST FLY.”

Current Oundelian



WORKING AT OUNDLE

There are 800 people who work at Oundle, of whom 150 are teachers. Keeping that body of people together and feeling part of the same enterprise is absolutely vital.

A WONDERFUL PLACE TO LIVE

If you are considering relocating, you will find Oundle to be a beautiful and thriving historic market town in the heart of Northamptonshire, with Peterborough just 15 minutes away and offering a direct 45 minute rail service to London Kings' Cross. Cambridge is under an hour's drive and Norfolk's tranquil beaches easily under two while all major UK airports are within easy reach.

Renowned for its Georgian streets and impressive limestone buildings, Oundle has a spirited cultural and sporting life, with a wide range of sports clubs, independent shops, coffee houses, pubs and eateries. Encircled by the river Nene, the town is blessed with beautiful countryside and many picturesque villages nearby.

SALARY AND BENEFITS

Life at Oundle is immensely rewarding and staff are at the heart of our whole School community. We greatly value the contribution that each and every colleague makes and we are committed to ensuring the best possible working environment, including a generous employee benefits package and an emphasis on staff wellbeing.

In addition to a generous pay scale, benefits include:

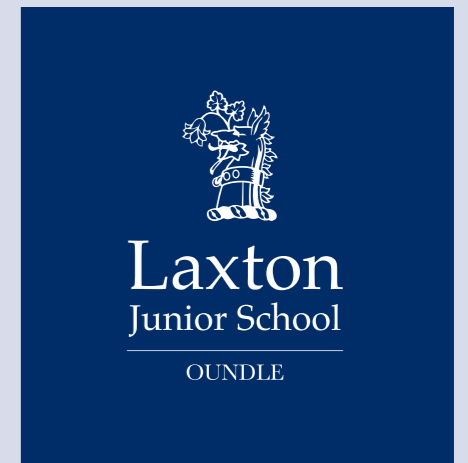
- Enrolment in our competitive and flexible defined contribution pension scheme
- Heavily subsidised membership of the Oundle School Sports Centre for you and your immediate family
- Participation in both Electric Vehicle and Cycle to Work salary sacrifice schemes
- Access to a Bupa Wellbeing Health Expenses Plan
- A Life Assurance scheme
- An employee assistance programme offering a wide range of specialist support and advice
- Free and discounted Stahl Theatre and Music concert tickets.

LAXTON JUNIOR SCHOOL

Founded in 1973, Laxton Junior School (LJS) is an integral part of Oundle School, educating children between the ages of 4 – 11. With around 260 pupils, it is a school small enough for everyone to know and look out for each other, but big enough to have great reach across all aspects of the curriculum and beyond.

The vast majority of pupils progress to Oundle and there are strong links between the two schools, including across sport, curriculum subjects and after school clubs. LJS is located with several acres of beautiful green land in the town, benefiting from its own sport pitches while making the most of Oundle's outstanding facilities, including the Sports Centre and SciTec.

www.laxtonjunior.co.uk

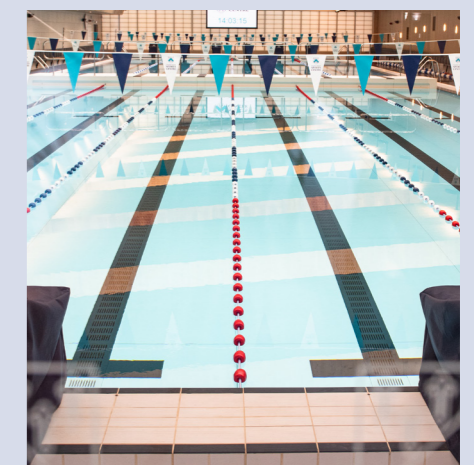


OUNDLE SPORTS CENTRE

Our state-of-the-art Sports Centre, which opened in 2020, offers a wide range of classes, fitness facilities and activities on a commercial basis, as well as numerous courses, children's holiday clubs and organised parties. Public access in term time is programmed around the sporting requirements of both Oundle and Laxton Junior School, with both Schools allocated exclusive access to the Sports Centre at key times.

Facilities include a 50m swimming pool, an 8 court hall, a 70 station fitness suite, a dedicated dance studio, three further multipurpose studios and a café. It is the gateway to all School sports and is located next to the original sports centre which, amongst other things, has indoor cricket nets and an indoor climbing wall.

www.oundlesportscentre.co.uk





CRIPPS LIBRARY

In the midst of a busy day, the Library is a quiet place for pupils to collect their thoughts, focus on work, read or browse the shelves. Fully engaged with the curriculum via reading schemes, it offers an information literacy programme and bibliographic instruction.



The Library is dedicated to ensuring that Oundelians understand how to select and evaluate information, and how to use it effectively and responsibly, not just for academic success, but for personal well-being and good citizenship.

In addition to the book, newspaper and magazine collections, the Library provides a range of online subscriptions, such as the digital academic journal library JSTOR, to ensure that our pupils have access to the best and latest resources.

The Rare Book Room houses the School's special collections, including a 15th century Book of Hours, the 1541 edition of the Great Bible and original cartoons from the copper plates by John Gillray. Many significant 16th and 17th century books

include rare travel accounts. All books are catalogued and included in the Universal Short Title Catalogue managed by St Andrew's University. Other collections include first editions by the Northamptonshire poet, John Clare, private press books from the Doves Press to the Rampant Lions Press, special collections by and about John Piper and Sir Peter Scott (OO). The special collections include a Northamptonshire history section and books by Old Oundelians.

We use many of our rare books to introduce pupils across the age range to the history of the early printed book, as sources that illustrate changing political and intellectual trends, and as opportunities for special study relevant to a variety of subjects.

The Cripps Library has benefitted from the generosity of three generations of the Cripps family, beginning in 1963 when a donation from Oundle parent Mr C. H. Cripps established the Library in a new extension to the Cloisters. In 1987, the old gymnasium, built in 1934, was converted into a much larger new library with a second storey mezzanine, and in 2011 the Cripps Library was completely refurbished under the direction of Luke Hughes and Co., who worked to provide a modern, bright space infused with respect for quality and tradition. Two separate rooms accommodate whole class teaching and display cases house the School's valuable collection of Greek pots and archaeological finds.

EXPERT FACILITIES AT THE CRIPPS LIBRARY

- Exhibition cases for the special collection
- Flexible learning spaces for both group work and quiet study
- Rare Book Room
- Approximately 22,000 books encompassing all subjects

To find out more about this department and others across the school, visit our [interactive map](#):



THE ROLE: HEAD LIBRARIAN

TO START SEPTEMBER 2025

The Head Librarian is responsible for the overall management, development and promotion of the Cripps Library, ensuring that this wonderful resource continues to meet the evolving needs and interests of our community, and remains central to the life of the School. Through organising events and activities that celebrate literature, the Head Librarian will play a pivotal role in fostering a love of reading among the pupil body. Working closely with academic departments, the Head Librarian will develop strategies that help integrate the Library's many resources into the curriculum. The Head Librarian will also be responsible for ensuring the Library acts as a central facility for independent research, equipping pupils with the skills and resources needed to pursue their academic interests and develop their critical thinking skills.

ABOUT THE ROLE

Although envisaged as a full-time role, we are open to receiving applications from individuals considering part-time working. We also encourage applications from individuals who, beyond the specified duties and responsibilities, possess skills or wider interests they wish to contribute to support or enhance the wider life of the School. Whilst a member of the Support Staff body, the post holder will be responsible to the Deputy Head Academic.

Hours: You will be expected to work the hours required to complete the job effectively; it is anticipated that on average this will be 40 hours per week. The normal working week is Monday to Saturday, although due to the nature of this role there will be occasions when we require you to be flexible for the needs of the School and there may be some Sundays – usually during the Summer Term - and evening work required. All meal breaks are unpaid and non-working hours. **Weeks:** 35 working weeks per annum. Your holiday entitlement is added to your contractual working weeks, meaning you are paid for 39.22 weeks per year.

MANAGEMENT

The Head Librarian will be responsible for the acquisition, organisation, dissemination and management of library and information resources appropriate for the needs of the whole School community. This will require the post holder to:

- Oversee the daily operations of the Library, ensuring a welcoming and resourceful environment for pupils, staff and visitors alike
- Develop and implement all library policies, procedures and collection development, and maintain the management system
- Liaise with all departments to ensure the provision of an excellent resource collection and information service, supporting the academic and co-curricular life of the School
- Liaise with all departments to integrate the use of the Library facilities within the curriculum in order to promote and develop independent learning
- Plan the library budget, monitoring budget spend so that resources are used to best effect
- Maintain and preserve the School's special collections, including access to visiting researchers
- Manage the School's access to online subscriptions, and promote and monitor their usage
- Keep abreast of current educational initiatives and trends in library and information services so that the service is based on the best and the most up-to-date information and methods
- Monitor and evaluate the effectiveness of the service provided by the Library and its impact on teaching, learning and pupil wellbeing
- Maintain the Library webpages on the School intranet
- Manage, train and develop the team of Library staff

- Attend ACC meetings and other management meetings as required
- Attend staff meetings and INSET days
- Attend professional development courses and represent the school at Rugby Group Librarian meetings
- Liaise with the IT department regarding the provision and maintenance of digital resources and IT infrastructure in the library
- Liaise with the Estates Department and Domestic Operations about the maintenance and upkeep of the Library premises
- Maintain all aspects of Health and Safety standards in the Library, paying particular attention to manual handling, working at heights, and display screen equipment work
- Ensure compliance with copyright laws and ethical standards in information use.

PUPIL FACING

- Promote the use of the Library amongst the pupil body as an educational resource, a place of independent learning and a recreational and pastoral facility
- Organise a calendar of events and activities that celebrates literature and fosters a love of reading among the pupil body
- Maintain high standards of behaviour by pupils using the library and its resources
- Lead afternoon co-curricular activities, including Electives and supervision of pupil library volunteers
- Ensure the Library is staffed to facilitate Sunday opening during the Summer Term
- Prepare reading lists for reading promotion schemes and academic work across the year groups
- Oversee the induction of all new pupils to the Library facilities
- Liaise with academic staff to plan and deliver ad-hoc sessions to support reading, the curriculum and academic enrichment
- Design, plan and deliver age-appropriate sessions to develop pupils' research, critical thinking and citation skills, including Sixth-Form specific sessions to support the Heads of EPQ and Quadrivium.

PERSON SPECIFICATION

QUALIFICATIONS

ESSENTIAL:

- Degree level qualification.

DESIRABLE:

- Post-graduate qualification in Library/Information work or related discipline
- Member of the Chartered Institute of Library and Information Professionals (CILIP) or similar professional body.

COMPETENCIES, SKILLS AND EXPERIENCE

ESSENTIAL:

- Excellent knowledge and experience of library technologies e.g. library management systems
- Post-qualification library experience in an academic/legal library or information service
- Strong IT skills and awareness of their impact on service delivery.

DESIRABLE:

- Experience in a school library setting
- Successful experience of managing staff
- Knowledge of children's literature
- Knowledge and experience of special collections and rare books.

PERSONAL QUALITIES

ESSENTIAL:

- Ability to liaise and build effective relationships with staff
- Ability to communicate with and inspire young people
- A passion for books and literature
- Commitment to delivering a high quality service
- Self-motivated with the ability to work independently
- Flexible and responsive with the ability to deal with change.



STANDARD RESPONSIBILITIES

- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education Part 1 and Annex B
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

YOUR APPLICATION

If you are an outstanding individual, passionate about your respective field and excited by our philosophy as a School, we would love to hear from you.

- To discuss any of the specifics of the role or the application process, please contact Ashley Tame, PA to the Deputy Head Academic at adtame@oundleschool.org.uk or on 01832 277112.



Closing date: Friday 21 February 2025. 9am

Interview date: Friday 28 February 2025

HOW TO APPLY

Please complete this [application form](#) and this [supplement form](#), before submitting using the contact details below.

Please note that only fully completed application forms with supplements will be considered. CVs and covering letters are not included in the short-listing process.

SHORT-LISTING

We assess all applications based on the information provided on the application form and will short-list candidates who best fulfil the criteria for the role and the person specification. Subject to the number of applications, short-listing may take place before the deadline for applications has passed. If you have not heard from us within two weeks of the closing date, you can assume that your application is not being progressed on this occasion.

Completed application forms should be returned to:

Post: Human Resources, The Bursary, Church Street, Oundle PE8 4EE.

Email: opportunities@oundleschool.org.uk

Tel: 01832 277193

INTERVIEWS

Short-listed candidates will be interviewed by the Head, the Deputy Head, the Deputy Head Academic and other members of the School management team. You will also lead a pupil session and be given the opportunity of a School tour.

SAFEGUARDING AND CHILD PROTECTION

We are 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 appropriate safeguarding checks including an enhanced disclosure check by the Disclosure and Barring Service. All staff are required to provide evidence of identity, entitlement to work in the United Kingdom, and of qualifications declared on their application form.

FIND OUT MORE

Ahead of filling out an application, we highly recommend getting a feel for what we stand for as a School. Do feel free to explore our website at your leisure, but to help direct you, this further suggested content will hopefully give you a greater insight into Oundle and the wonderful community of people who live and work here.

Meet the Head

Hear from [Sarah Kerr-Dineen](#) about what brought her to Oundle and what makes her proud to be Head.



Our Philosophy

This is who we are as a School, what we do, what we value and where we are going. The full brochure is sent to all prospective parents.



Our publications

We have a number of publications, including *The Review*, which reports against our strategic objectives and *Oundle Opportunities* which illustrates the breadth of our co-curricular offering. Our GCSE and A level options booklets can be viewed [here](#) too.



We are committed to minimising our impact on, and improving the quality of, the environment both now and in the future. Since 2021 we have worked in partnership with iE, Investors in the Environment, to structure our efforts and track our progress towards something which is recognisably better than where we started. In the summer of 2022 we achieved the Bronze level of accreditation and we are now working towards Silver.



Website
www.oundleschool.org.uk



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