



Thirsk School

& Sixth Form College

Educating today, preparing for tomorrow

www.thirskschool.org

EDUCATING TODAY, PREPARING FOR TOMORROW
"A good school" Ofsted February 2022

Applicant Information Pack 2025-26

Library Assistant

4 hours per day, 20 hours per week

Required as soon as possible

11-18 MIXED COMPREHENSIVE SCHOOL
1034 STUDENTS INCLUDING 140 IN SIXTH FORM COLLEGE

www.thirskschool.org



www.facebook.com/BeMoreThirsk



[bemorethirsk](https://www.instagram.com/bemorethirsk)

TOGETHERNESS

HONESTY

INCLUSIVITY

RESPECT

SUPPORT

KINDNESS

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thirskschool@thirskschool.org

Topcliffe Road, Sowerby, Thirsk, N. Yorks YO7 1RZ

Headteacher: Emma Lambden



An introductory note from Miss Emma Lambden the Headteacher

Dear Applicant,

We are delighted that you are interested in joining us here at Thirsk School & Sixth Form College. We are pleased that you are interested in both the post and becoming part of our community. I hope that what we can offer you inspires you to apply. We do appreciate that applying for a post is a time-consuming process and would like to do whatever we can to help; please do look at our website and do not hesitate to get in touch should you require more information or wish to arrange a visit to the school.

We are a school which is constantly seeking ways to further improve, and we pride ourselves on our focus in putting people at the heart of what we do, both students and staff. There is a strong sense of collegiality amongst staff and Thirsk is a fantastic place to come and work. We were very pleased to continue to be a good school following Ofsted's visit in February 2022, but we have much to do to push us on to the next phase of being consistently excellent. We hope that, with your skills, experience, and ambition, you will become a part of achieving this aim.

We will offer you:

- Great students, "A feature of the school is the friendly and warm relationships between the staff and pupils. This ensures that pupils behave well and apply themselves. There is a calm and settled atmosphere", Ofsted report 2022.
- Great colleagues who go the extra mile for our students, "The school has added more staffing to support pupils' pastoral needs. This means the staff know the pupils well. Safeguarding leaders have particularly detailed knowledge of the most vulnerable pupils", Ofsted report 2022.
- Innovative professional development both within school and as part of the Red Kite Learning Alliance, Leeds Learning Alliance and other professional networks.
- An opportunity to access leadership training and development.
- A very supportive leadership team who all teach and have an open-door approach.
- A school that has clear ambition expressed in its strategic plan and fully supported by its Governing Board.

If this interests you, we'd love to hear from you! Please complete the application form and write a letter of no more than two sides of A4. You should outline:-





- Your values and principles, with examples of how they have underpinned your work
- What experiences you feel will enable you take up this post successfully

Please email your application to andrew.rickard@thirskschool.org. Alternatively, your application can be sent to us by post. Also, please ensure that you have identified in your application when you would be available to commence employment with us.

Closing Date: 9am on Friday, 10th April 2026 although we reserve the right to close our application process early if we get a strong response to this advert.

Interviews will take place shortly after.

I know from my own experience that applying for a post is an intensive process and, if you do choose to apply, I am grateful for the efforts that this will require of you. I look forward to receiving your application.

Best wishes and good luck.

E Lambden

Emma Lambden
Headteacher





Thirsk – the Heart of North Yorkshire

A great place to live, learn and work

As a market town serving the heart of North Yorkshire, it has all the facilities you might expect from a larger town, but with an intimacy and sense of community. The town itself has a traditional marketplace, banks, shops, supermarkets, pubs and restaurants, medical facilities, primary schools, and childcare providers.

Culture

There is a unique community run cinema in Thirsk which is small and characterful but has all the latest releases along with more unusual productions. The arts scene is complemented by several galleries and Thirsk is the home to North Yorkshire's Rural Arts Centre which promotes exhibitions, workshops, and classes in a variety of the arts. Thirsk is also the home of the nationally recognised Herriot Museum, and this reflects its traditional roots as the centre of the agricultural community. Local history is well promoted with information boards linking walks around the town. Additionally, Thirsk remains the centre of the hand-made furniture industry with several nationally renowned brands, each with distinctive carved trademarks. Some showrooms have workshop tours and cafes.

Sport

Sporting interests are facilitated by a local leisure centre with swimming pool, newly expanded and upgraded gym and other facilities. The local running club, Thirsk and Sowerby Harriers, meets at the school twice a week. There are thriving local clubs -Thirsk Hockey Club, and Thirsk Falcons Football Club run a full spectrum of junior and senior teams for both genders. There is a rich tradition in rugby and cricket with clubs based in the town and many local football and cricket teams in the local villages. A squash club and a golf club lie on the town's fringes along with Thirsk Racecourse. A fantastic development has been the establishment of the Sowerby Sports Village on the school's doorstep; this developing facility provides for a variety of clubs and individuals offering a measured kilometre track that attracts runners, cyclists, and walkers.





Leisure

Thirsk lies between two National Parks, The Yorkshire Dales, and the North Yorkshire Moors, which are easily accessible and provide wonderful walking, mountain biking, fell running and bird-watching opportunities. The hosting of the Tour de France in 2014 elevated the cycling tradition in the area and the school has previously hosted the London to Edinburgh cycle venture. North Yorkshire's stunning coast is within easy reach offering wild and dramatic cliffs, beautiful fishing villages and traditional seaside resorts along the bracing North Sea coast.

Housing and Transport

There is a variety of housing available in the area from more traditional market town houses, and local village cottages, family houses, apartments, and terraced properties. The Sowerby Gateway development on the southern fringe of the town offers a wide range of housing on a modern estate. Fantastic transport links via the A1(M), A19, A61 and the mainline railway running from London to Edinburgh enhance Thirsk as a great place to locate. Many staff members live within the school's catchment and send their children to our neighbouring primary schools or to our school, whilst others choose to live in York, Harrogate, Ripon, Northallerton and Teesside.





Advert

Library Assistant

Grade CD - £24,796 - £25,989 pro rata, £11,644 - £12,205 actual salary

Part-time: 20 hours, 4 hours per day

Term-time only (plus training days)

Are you passionate about supporting young people and promoting a love of reading? Do you enjoy working in a vibrant learning environment? Thirsk School and Sixth Form College is seeking a friendly and organised Library Assistant.

In this vital role, you will help ensure the smooth running of the library by supporting students and staff in accessing resources, assisting with cataloguing and stock management, supervising students and contributing to a welcoming library environment.

Key responsibilities include:

- Assisting students and staff with library resources and technology
- Supporting cataloguing, ordering and maintaining library stock
- Supervising students and supporting small group activities
- Helping with promotional displays and events to encourage reading
- Carrying out administrative duties to keep the library running efficiently

We are looking for someone who:

- Has experience working with children or young people
- Possesses good organisational, communication and ICT skills
- Is enthusiastic about reading and literacy
- Is committed to safeguarding and promoting the welfare of students
- Can work well independently and as part of a team

Hours: Ideally 12.15pm – 4.15pm, but we welcome applications from candidates seeking flexible arrangements. Holidays will not be allowed during term time, unless under exceptional and approved circumstances.



Why join us?

- Be part of a supportive and ambitious school community
- Play a key role in promoting literacy and learning
- Opportunities for professional development and training

Our ambitious school is based in the easily accessible market town of Thirsk which lies very close to the A1(M), A19 and mainline rail links, between two beautiful National Parks.

Closing date: 9 am on Friday 10th April 2026

Interviews will take place shortly after

Further details of the school, the post and a downloadable application form are available from our website: www.thirskschool.org

Please contact andrew.rickard@thirskschool.org if you wish to arrange a visit.

Completed forms should be returned to andrew.rickard@thirskschool.org

Thirsk School and Sixth Form College is committed to safeguarding and promoting the welfare of our children and young people. We have a robust Child Protection Policy, and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.



Benefits of working at Thirsk School & Sixth Form College

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

Pension Scheme

As an employee of Thirsk School & Sixth Form College you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) the school also pays into the scheme on your behalf.

Staff benefits platform



Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place. Vivup also provides exclusive benefits through their platform, including discounts from major retailers as part of the lifestyle savings benefit and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.

Financial Wellbeing – Mental Wellbeing – Physical Wellbeing



A confidential support service for employees and their immediate family members. A FREE 24 hour personal support service. Your call will always be answered by a qualified and experienced counsellor who will offer support in a professional, friendly and non-judgemental manner.



MyView is a self-service facility and can be accessed via your PC or via an app on your mobile. Within MyView, you can access and change your personal details, view payslips online, P60s, input and view expense and timesheet claims.



Job Description

POST:	Library Assistant
GRADE:	Grade CD 3-6
RESPONSIBLE TO:	Curriculum Leader for English
STAFF MANAGED:	None
JOB PURPOSE:	To assist in the day-to-day running of the school library, enabling students and staff to access resources that support learning, research and reading development.
JOB CONTEXT:	<p>The library is a key learning hub within the school, where students access resources and activities that support their educational development and promote positive wellbeing. This post supports the smooth operation of the library and contributes to a positive reading culture.</p> <p>This school is committed to safeguarding and promoting the welfare of our students and young people. All staff will receive relevant safeguarding training at induction and throughout their employment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues:	<ul style="list-style-type: none"> • Assist students and staff in accessing and using library resources • Support cataloguing, ordering and maintaining library stock and resources, following agreed protocols • Supervise students using the library, following the school's behaviour policy to ensure appropriate behaviour • Support small group activities as directed by senior or teaching staff • Assist with promotional displays, events and activities to encourage reading and resource use, for example national events such as World Book Day • Undertake administrative duties including record-keeping, data input and maintaining library systems • Support teachers and other staff in implementing behaviour management and teaching & learning strategies within the library environment • Maintain the library environment, ensuring it is tidy, welcoming and safe for all users • Any other related duties reasonably requested by the Headteacher
Communications:	<ul style="list-style-type: none"> • Provide information and guidance to students and staff on the use of library resources



	<ul style="list-style-type: none"> Liaise with Curriculum Leaders to ensure stock is in line with course curriculum requirements.
Resource management:	<ul style="list-style-type: none"> Liaise with the library budget holder to ensure appropriate stock is ordered Receive and check deliveries of library materials Assist with stock management and ensure resources are stored securely
Professional Development:	<ul style="list-style-type: none"> Participate in appraisal, training and professional development activities
Safeguarding:	<ul style="list-style-type: none"> Promote the welfare of children, young people and adults, raising concerns as appropriate.
Systems and Information:	<ul style="list-style-type: none"> Update and maintain library data and records as directed Use the library catalogue and online resources effectively to assist with information retrieval and resource requests Oversee the ICT equipment in the library, liaising with the school's IT support team as necessary
Data Protection:	<ul style="list-style-type: none"> Comply with data protection, information security and confidentiality policies
Health and Safety:	<ul style="list-style-type: none"> Be aware of and implement health and safety responsibilities within the working environment Contribute to maintaining a safe and secure library environment
Equalities:	<ul style="list-style-type: none"> Work in accordance with the school's Equality Policy to ensure fair and equitable service to all users
Flexibility:	<ul style="list-style-type: none"> Respond flexibly to changing demands and circumstances as required, within the scope of the role and the grade
Customer Service:	<ul style="list-style-type: none"> Provide a high standard of customer service, treating all users with respect and dignity and promoting a positive library experience
Date of Issue:	March 2026



Person Specification

Essential upon appointment	Desirable on appointment
Qualifications <ul style="list-style-type: none">• Level 2 qualifications demonstrating good literacy and numeracy skills	<ul style="list-style-type: none">• Willingness to work towards national occupational standards in library and information services
Knowledge and understanding <ul style="list-style-type: none">• Understanding of library procedures including resource use, cataloguing and stock management• Awareness of secondary education and student needs	<ul style="list-style-type: none">• Awareness of current educational issues relating to reading and learning• Knowledge of library cataloguing systems
Experience <ul style="list-style-type: none">• Experience of working with young people• Experience of administrative tasks	<ul style="list-style-type: none">• Experience of working in a library or educational setting
Occupational Skills <ul style="list-style-type: none">• Good literacy skills• Organisational skills and attention to detail• Effective communication skills, both verbal and written• Good ICT skills, including use of library software and online resources• Creativity• Enthusiasm for reading and promoting literacy• Customer service skills	<ul style="list-style-type: none">• Ability to manage an ICT-based library catalogue and lending system
Other Requirements <ul style="list-style-type: none">• Enhanced DBS clearance• Commitment to safeguarding and promoting the welfare of children and young people• Commitment to Continuing Professional Development	



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| <ul style="list-style-type: none">• Motivation to work with children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with challenging behaviours and attitudes• Ability to use authority appropriately and maintain discipline | |
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