



Ripon Grammar School

Part time LIBRARY ASSISTANT

Required from September 2024

**22.5 hpw over 3 days
[currently Tues/Wed/Thurs]**

Term time only

**Salary: NYC Grade C/D, points 3-6
[Actual salary is currently £10,607 pa at point 3,
with a pay award pending]**

We are seeking a library assistant to support the work of the Library and Learning Resources Manager, who oversees the library service in school to support teaching and learning and promote reading for pleasure. He/she will be highly self-motivated and committed to the welfare and education of the students within school.

The role would also require excellent administrative ability, well-developed ICT skills and a passion for reading and literacy.

This post is ideal for those working towards a library/information science qualification.

Ripon Grammar School is situated in the historic city of Ripon. Ripon itself is set amidst the stunning countryside of North Yorkshire, near to the Yorkshire Dales and within easy access to Harrogate, York and Leeds.

Full details of this post are available on our school website www.ripongrammar.co.uk/about-us/vacancies together with an application form.

Please email your application form to [Mrs Patricia Hargraves, Headmaster's PA, at hargravesp@ripongrammar.com](mailto:hargravesp@ripongrammar.com) with a covering letter addressed to Mr Jonathan Webb, Headmaster, outlining why you are interested in this position.

Closing date for applications: **9am on Monday, 10th June 2024**

Interviews will be arranged with successful candidates. If you have not heard from the School following the closing date, please assume your application has been unsuccessful.

This school is committed to safeguarding and promoting the welfare of our pupils 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.

Founded in Saxon Times, re-founded in 1555

Headmaster: Mr Jonathan M Webb, MA
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