



Candidate Information

Library Assistant

September 2026

SUTTON VALENCE SCHOOL



Broadening Horizons.
Since 1576.



A Warm Welcome

Sutton Valence School (SVS) has been inspiring pupils since 1576. Our greatest strength is our community. Staff, pupils and parents enjoy mutual respect and kinship that allows each individual to embark on a unique educational journey; a journey fuelled by self-confidence, hard work and high academic standards. It is a Co-Educational Day and Boarding School for ages two to 18 and a member of various organisations such as HMC, BSA, IAPS and ISBA. It is a School with a great heart that values individuality and ensures that every pupil enjoys their own, unique journey through formative years of their education.

The **Senior School** is located in the beautiful traditional village of Sutton Valence in Kent. It currently has 560 pupils (11-18), with around 20% boarding either part or full time.

The **Prep School** - just a few minutes' drive or a short walk down a lovely track – has around 260 students aged 2-11 between its three phases – Nursery, Pre-Prep and Prep.

The School is part of the **United Westminster and Grey Coat Foundation**. This enables the School to work collaboratively with other member schools of the Foundation and also provides invaluable professional support, guidance and development. More information about the Foundation can be found here: <http://westminstergreycoat.org>.

The **HIKSVS International School in Tianjin, China**, is the most recent addition to the Sutton Valence School family having opened in August 2017, offering a British style education in a very different cultural setting. The School has been very successful since its opening and it works closely with the Governors and Leadership of Sutton Valence School. More information about HIKSVS can be found here: <http://www.hiksvs.com>.

The School has excellent facilities both indoors and outdoors; a full-size AstroTurf, tennis and netball courts, extensive sports fields, a superb indoor swimming pool, a sports hall, permanent cricket nets and an athletics track.

Vision, Mission and Ethos

Vision

Through our community values, broad curriculum, and extensive enrichment opportunities, we believe that all young people at Sutton Valence School will be inspired and supported to fulfil and exceed their potential. We want our students to be open-minded individuals who possess a love of learning, are confident not arrogant, and have a strong set of values reflecting our principles as a Christian Foundation.

Mission

Our Mission is to have a School where one will find:

Care

A caring, safe, supportive and kind community for the education of children aged 2 to 18, in a day and boarding environment;

Challenge

A challenging, relevant and broad curriculum encouraging curiosity, delivered in ways that allow all to achieve;

Choice

An outstanding range of creative, cultural, social and physical activities so that all can develop skills such as self-discipline, commitment, leadership and teamwork;

Culture

A culture of curiosity and celebration of diversity which promotes excellence, independence and high standards, whilst providing support to all who need it;

Community

A grounding in moral and spiritual understanding which promotes respect for others, along with self-respect, enabling all to contribute positively to their School community and the world beyond it.

Ethos

A community where each cares for all and individuality is cherished.



The Post

We are seeking to appoint a part time Library Assistant from September 2026. The successful applicant will be expected to work collaboratively with the Library Supervisor to support the smooth and efficient operation of the library and administering, promoting and maintaining a stimulating and welcoming environment, as well as supervising Late Prep Club after School. In order to develop the independent learning skills of our students, the Library Assistant's role is increasingly one of imparting information literacy and research skills alongside the day-to-day running of the library.

Candidates should have a knowledge of, and enthusiasm for, literature. The ability to have some flexibility with working hours would be welcome. Previous experience of working with 11-18 year olds would be an advantage. Candidates should be a competent user of IT, proactive, well organised and reliable.

The Library

The beautiful Lambes's Library, which was originally the School's dining hall, now houses over 11,000 books with first editions co-existing alongside audio books, journals and the very latest best-sellers. The Library is open Monday to Friday from 8.30am to the end of the School day, including breaks and lunchtimes and Late Prep Club is then held in the James Room from the end of the school day until 6.00pm.

Book displays change weekly and reflect curriculum topics and up-to-date interests. The current affairs news board is very popular and well read by pupils of all ages. With access to School Wi-Fi, a computer suite, photocopier, scanner and colour printer, Lambe's Library is an excellent facility for the completion of coursework and homework.

Terms and Conditions

The starting salary is circa £10,200 per annum. The successful applicant would be expected to work 19 hours a week over three days for all weeks during term. The working pattern is:

- Wednesday - 12:15pm - 6:15pm
- Thursday - 2:15pm - 6:15pm
- Friday - 8:15am - 6:15pm

In addition, up to four Saturday mornings to cover for Open Mornings if required. Time off in lieu would be given during the week where this occurs.

Main Duties Include

- Provide an on-demand helpdesk service giving support to all users of the School Management of the School library using the Heritage Library Management System to input accessions, maintain an accurate catalogue, record withdrawals, loans and renewals;
- In conjunction with the Library Supervisor, purchase new books that reflect the requirements of the School's curriculum, pupils' interests and requests;
- Classification of newly acquired books using the Dewey system;
- Ensure books are ready for lending by covering and accurate labelling;
- Regular monitoring of stock, withdrawing books that are no longer relevant or are out of date, need cleaning or repairing;
- Ensure the library is open and constantly supervised all through the School day;
- Ensure the library is always a tidy, well ordered and comfortable environment for pupils to work in and enjoy;
- Assist with the annual stock take in conjunction with the Library Supervisor;
- Assist the Library Supervisor to arrange yearly author visits to promote literacy;
- Work collaboratively to plan activities and/or author visits for World Book Day every March;
- Ensure good signage so that library users can find the books they want easily;
- Assist the Library Supervisor to maintain and promote the e-book and audio library platform;
- Assist the Library Supervisor to promote the library through regular competitions and activities for pupils;
- Work collaboratively to oversee the book club for Junior pupils;
- Supervise pupils who use the library to ensure a conducive atmosphere for learning is maintained;
- Supervise and register the Sixth Form pupils in the library and Sixth Form Centre who are in Study Periods;
- Supervise and register pupils who stay for Late Prep sessions in the James Room;
- Generate a constant stream of new ideas for displays to reflect topical issues and areas of interest to the pupils to keep the library vibrant;
- Administration duties such as keeping the photocopier working and running efficiently;
- Deal with information requests from pupils, staff and parents;
- Be prepared to provide Study Skills and Research Skills sessions to classes when needed to support teaching staff;
- Assist the Library Supervisor with induction to the library sessions for new pupils in September.

Join Our Team at Sutton Valence School

How to Apply

To be considered, applicants must complete the official application form in full. Please note that CVs will not be accepted as a substitute.

Your covering letter should highlight:

- The skills and attributes you would bring to Sutton Valence School;
- How your experience aligns with the role;
- Specific details of experience and achievements.

Submit your completed [application and monitoring form](#), along with your covering letter, to hadmin@svs.org.uk.

Alternatively, post your application to:
Assistant Bursar
Sutton Valence School
North Street
Sutton Valence
Kent ME17 3HL

Application deadline: Monday 22nd June 2026

Please note: We reserve the right to appoint before the closing date.

Not sure if you meet every requirement? Research shows that women and people of colour often hesitate to apply unless they meet every single qualification. At SVS, we are devoted to fostering a diverse and inclusive workplace. If you're excited about this role but your experience doesn't align perfectly with every detail, we still encourage you to apply — you might be exactly who we're looking for.

Sutton Valence School is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo appropriate child protection screening, including:

- Checks with past employers;
- Enhanced Disclosure and Barring Service (DBS) check;
- Declaration of medical fitness.

It is a criminal offence to apply for this role if you are barred from engaging in regulated activity with children.

All applicants are expected to read the School's [Child Protection Policy](#) prior to interview.

Sutton Valence School is an equal opportunities employer.



Benefits to Working at SVS

Community and Environment

We are very proud of the positive and supportive community we have and staff often comment on this being one of the best aspects of working at SVS. This, coupled with a beautiful physical environment both at School and in the immediate vicinity, make it a highly desirable place to work. Classrooms are well resourced. All teaching staff have their own devices, and our ICT facilities are regularly upgraded to support the latest teaching initiatives. Excellent discipline, support and pastoral systems help ensure successful teaching and learning.

Fee Remission

All staff with a contract for at least one full term and have children who attend either the Senior or Prep School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 50% for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis. Support Staff working less than 52 weeks are deemed part time.

Staff Development

The School has a strong commitment to professional development with a substantial budget for whole School training and individual courses, support towards degrees, teaching qualifications and apprenticeships.

Staff Social Events

The School holds social events such as an end of year BBQ, staff drinks and canapes with the Headmaster at the start of the year, regular staff drinks at the Prep School and the Support Staff Christmas Lunch.

School Meals

Lunches during term time are provided at no cost by our excellent caterers. Complimentary tea, coffee and other refreshments are available throughout the day.

Benenden Healthcare Membership

All staff are welcome to join the Benenden Healthcare Scheme. The cost of joining Benenden is currently £15.50 per month; the School pays up to 80% of contributions, based upon length of service. Further information is available from the Bursary.

Pension

Academic staff are offered membership to the TPS or to the APTIS DC Scheme. The teacher's gross salary will be dependent on the pension scheme and contribution level chosen.

Support Staff are offered the opportunity to join a defined contribution (DC) scheme TPT, and currently offer two levels of contribution. With Option One, the employee contributes 5% of their salary, and the School contributes 3%. With Option Two, the employee contributes 7% and the School contributes 14%.

Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports. The Prep School has both an outdoor swimming pool and play equipment available for staff to use.

Free Parking

Both the Senior and Prep School sites have free, ample parking available for staff. The Senior site has five EV charging points, and both sites have allocated accessible bays.

Electric Vehicle Scheme

All staff are offered the opportunity to lease an Electric Vehicle (EV) as part of an HMRC approved Salary Sacrifice scheme; Octopus Electric Vehicle. Basically, this is much like a cycle-to-work, but for electric vehicles. You give up some of your gross monthly pay for a new EV, and can save up to 40% on the monthly cost thanks to saving on National Insurance and Income Tax.

Press Reader

The School has a subscription to Press Reader which allows anyone on the SVS networks access to over 7,000 news publications from across the world in different languages.

Eye Tests

If you need to use a computer for a significant amount of time a day for your job, you may be eligible for a free eye test.



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SVS.ORG.UK

A member of The United Westminster and Grey Coat Foundation
Registered Charity No. 1181012
Founded in 1576 by William Lambe