

# Albany Academy

## LIBRARIAN APPLICATION PACK

JUNE 2025

**ALBANY ACADEMY**  
**Librarian required September 2025**  
**Scale 4 (£25,584 to £27,269 pro rata) / 37 hours per week 195 days**

We are looking to recruit an enthusiastic and energetic Librarian to join our outstanding English Team.

Albany Academy is a highly successful and popular 11-16 school situated in Chorley, Lancashire. With 726 pupils currently on roll, the school provides an excellent education within a nurturing and caring environment where every student is well known by every member of staff.

The governors are looking to appoint a dynamic, enthusiastic and inspirational person to work with the Pastoral team to ensure the support of all students, especially those who are at their most vulnerable during this phase of school.

The successful candidate will join the trust at an exciting time:

- We are a Living Wage Employer.
- The school is part of Albany Learning Trust, a tight knit academy trust and has links across the region with other schools, trusts and education organisations.
- Our trust received a national excellence award for staff development.
- Behaviour of students in our schools is excellent.

The successful candidate will:

- Share our belief that all children can become high performers.
- Have a strong commitment to helping students succeed.
- Be positive and a role model to students and colleagues.
- Share our commitment to personal professional development.
- Work well with all colleagues.
- Be able to maintain a high standard of work.

Application documents are available to download in the vacancies section of the school website [www.albanyacademy.co.uk/vacancies](http://www.albanyacademy.co.uk/vacancies)

**Apply online by the closing date of 9am on Monday 7<sup>th</sup> July 2025, to:**  
[\*\*vacancies@albanyacademy.co.uk\*\*](mailto:vacancies@albanyacademy.co.uk)



June 2025

Dear Applicant

Thank you for your interest in the post of Librarian.

Albany Academy is a highly regarded small school located in the south of Chorley, an area that boasts excellent schools and colleges in all phases. The academy is a high performing school, which has an excellent reputation in the local area and is heavily oversubscribed. It is consistently in the top 10 schools in Lancashire for pupil progress and in 2022 received the prestigious World Class School Award, from High Performance Learning. We are highly ambitious for our students, our staff and the wider educational community and we provide support for other schools, work closely with other providers and are proud to be a member of Albany Learning Trust, the first school trust of its type in Lancashire. Further details about our trust and our values which we want every member of staff to share can be found on the trust website. We believe that all students are capable of high performance.

We have strong links with local teaching schools and local primary schools, and we are part of the SSAT Leading Edge network and High Performance Learning, a world-wide network of schools. Several of our staff provide support to other schools.

Behaviour of students is rated as good by Ofsted and students are well prepared for the next steps in their lives. Students receive support in developing positive behaviour, their aspirations, resilience and leadership within lessons and beyond.

The ideal candidate would be open to new ideas, collaboration and would enthuse and motivate both students and staff, immersing themselves in the Albany community. Improving standards in literacy is a whole school priority and this is an exciting opportunity for the right candidate to organise our library, provide student leadership opportunities within the library and work with colleagues to provide reading and literacy intervention. In addition, we would want the librarian to support colleagues in their work with students to develop literacy skills across the Academy.

Our school website provides a great deal of further information which you may find useful as part of the application process. Our recruitment procedure includes stringent safeguarding checks, which begin prior to interview. We may use internet searches using information held in the public domain to perform due diligence on candidates in the course of recruitment, in terms of suitability for the post applied for. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

As an employer Albany Learning Trust offers the following benefits:

**Pension:** Access to either the teacher pension scheme or local government pension schemes. These offer defined pension benefits, including generous death in service contribution.

**Salary:** We are proud to be a living wage employer. We offer competitive rates for all roles.

**Travel:** Membership of cycle to work scheme, which offers up to 40% off the price of a bicycle, including e-bikes.

**Support:** Our Employee Assistance Programme (EAP) provides confidential support for staff and their families for both personal and work-related matters.

- We train staff in [Chimp Management](#), which helps with people to manage their mind more effectively, with an approach grounded in neuroscience.
- We have free access to Headspace app, which offers meditation and mindfulness for any mind, any mood and any goal.
- We offer membership of the tech scheme, which offers up to 40% off the cost of personal IT equipment and white goods.

**Priority:** Children of staff have priority admissions to their school.

**Development:** Our high-quality training ensures personal, professional development and allows staff to become expert in their role. A clear progression route within the Trust also provides opportunities to prepare staff for their next career step. Partnerships with the top professional bodies and training providers ensures high quality, evidence-based training is always available to all staff. All our classroom staff receive training in [High Performance Learning](#) teaching and have access to HPL training pathways. Our leaders are trained by [Leadership Matters](#) and have access to professional leadership qualifications including NPQs.

Please return completed application forms, along with a supporting letter of no more than two sides of A4, before the closing date of 9am on Monday 7<sup>th</sup> July 2025. Applications should be submitted electronically to [vacancies@albanyacademy.co.uk](mailto:vacancies@albanyacademy.co.uk). I look forward to receiving your application.

If you are successful as a candidate for this post you will be a welcome new addition to our staff. Albany Academy is a small friendly school with a strong sense of identity that engenders real loyalty amongst all who are associated with it.

Yours faithfully

P Mayland  
**Headteacher**

# JOB DESCRIPTION

## ALBANY ACADEMY

<b>POST TITLE:</b>	Librarian
<b>GRADE:</b>	4 (Scale points 7-11)
<b>CAR USER:</b>	No
<b>REPOSIBLE TO:</b>	English Faculty Leader
<b>STAFF RESPONSIBLE FOR:</b>	None
<b>JOB PURPOSE: The main objectives to be achieved by the post holder</b>	
Assist in maintaining a welcoming and inclusive library environment that supports student learning and well-being. Collaborate with the The English Faculty to develop and implement engaging library programs and activities. Provide research assistance and support students in finding relevant resources. Develop and maintain a collection of books and other materials that meet the needs of students. Stay up-to-date with new technologies and trends in librarianship and share expertise with colleagues.	
<b>MAIN ACTIVITIES:</b>	
<p><b>In addition to the following duties, the postholder may be required to undertake any of the duties requested by the Headteacher or line manager</b></p> <ol style="list-style-type: none"> <li>1. Responsibility for running the school library or learning resource centre.</li> <li>2. Responsibility for financial information, technical systems, administrative tasks.</li> <li>3. Responsibility for the development and promotion of the school library/learning resource centre</li> <li>4. Collecting and evaluating statistics and other management information</li> <li>5. Responsibility for providing and delivering an information service for pupils</li> <li>6. Contribute to the management of library technology including ICT, photocopiers, cataloguing and developing systems</li> <li>7. Selection of library stock and organising stock management work</li> <li>8. Assisting in the preparation of school library business plans and the development, monitoring and achievement of performance targets</li> <li>9. Manage and maintain the reading initiatives on a day to day basis</li> <li>10. Support literacy through various initiatives, such as the phonics programme, and other reading interventions.</li> <li>11. Maintain links with other schools and library services to ensure appropriate materials are obtained for use within the school.</li> <li>12. Assist with homework clubs before and after school; overseeing and supporting students etc.</li> <li>13. Support student leadership, managing library prefects and providing opportunities for students to take on assistant librarian roles within the Library.</li> <li>14. Run student book clubs and reading groups.</li> </ol>	
<b>NOTE:</b>	

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person Specification Form

**Post Title - Librarian**

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<b>Qualifications</b>  GCSE English & Maths grade C or above  NVQ level 3 in business administration (or equivalent)	  E  D	  Application form / Qualifications Application form / Qualifications
<b>Experience</b>  Experience of Administrative work Experience of working to deadlines Experience of Microsoft Word and Excel	  E E E	  Application form / Interview Application form / Interview Application form / Interview
<b>Knowledge/skills/abilities</b>  Administrative skills Ability to make effective use of ICT Ability to work as part of a team Good communication skills Ability to relate well to parents/carers Ability to relate well to children Time management skills Organisational skills Knowledge and understanding of the concept of confidentiality and data protection First Aid Certificate	  E E E E D E E E  D	  Application form / Interview Application form / Interview Application form / Interview Application form / Interview Application form / Interview Application form / Interview Application form / Interview Application form / Interview Application form / Interview  Application form / Interview
<b>Other</b>  Commitment to undertake in –service development Commitment to safeguarding and protecting the welfare of children and young people	  E  E	  Application form / Interview  Application form / Interview

# The Albany Way

*We succeed because we care.*

## Community

This is a *community* where everyone is valued, can make a contribution and is empowered to take control of their own destiny. Where everyone *works together* and learns from each other.

# Aspiration

We hold *hope* for every individual member of our community. In recognising their personal circumstances and by offering opportunities, we lay the foundations for their *future success*.

# Resilience

Within our nurturing community we recognise that success is built on *effort*, a 'can do' attitude, ensuring the little things are done well and having no fear of failure. Everyone sets themselves the highest expectations and maintains a *hunger for improvement*.

## Enthusiasm

As a result, we develop *well rounded human beings*, who are prepared to make a positive contribution to our wider community; who demonstrate mutual respect, empathy, an acute appreciation of fairness and a *strong sense of self-worth*.





### ALBANY ACADEMY PPD FRAMEWORK - SUPPORT STAFF

Role	What can I do?	How might school support me?	CPD opportunities through Links	Opportunities through the local authority	CPD opportunities through National links
<b>Newly appointed support staff</b>	Consider joining a Professional Association or Union Start a continuing professional development (CPD) file Consider your career goals Become familiar with the National Occupational Standards relevant to your role Explore the school and local authority websites Visit the Training and development Agency (TDA) website for the support staff career development framework Become familiar with the Albany Way and read about the policies relevant to your role Find out about the 5 Every Child Matters (ECM) Outcomes for all children and young people	Induction to school in order to: Understand roles and responsibility within the school Understand about school policies and procedures (for example, Safeguarding policies and protocols and the named Child Protection person) Your role, your Job Description and the relevant National Standards Ensure that you understand the probationary period and the mechanisms for performance review	Visit other establishments	Attend local authority development and training courses	Skills for Life – National Literacy/Numeracy Level 2 Adult Education Move On/Learn Direct ECDL/ITQ National Vocational Qualifications
<b>Administration and finance</b>	Understand the school improvement plan and the part you can play Maintain a CPD file Reflect upon the National Occupational Standards relevant to your role Consider career goals and discuss with line manager Prepare for and undertake professional development reviews as part of the schools Performance Management arrangements Indicate training needs through professional review Undertake development opportunities Enrol for Basic Skills/L2 Literacy/Numeracy if not already held Participate in mentoring new colleagues Maintain a Professional Development Portfolio	In addition to Induction (above): A clear and up to date Job Description which is discussed during review meetings Participate in Peer Coaching or mentoring Observation and feedback (as part of the performance management process) Peer observation (of and by peers) The school may provide a mentor to support you undertaking work based qualifications Performance management 1:1 meetings to reflect upon performance, to discuss and agree professional priorities that link with school priorities, national occupational standards and career aspirations Guidance regarding how to keep a CPD file and how it should be used to demonstrate evidence for the National Occupation Standards Opportunities to review school policies and protocols relevant to your role Job Shadowing Participation in staff meetings Opportunities to mentor less experienced colleagues Support to attend training and development identified during performance management	Local support staff networks Training opportunities through local networks Sharing good practice through local networks Best practice visits to other schools	SIMS training and support Courses available through the Local Authority PPD programme Speak to your school PPD Leader	As above plus ... NVQ in Team Leading Certificate in Business Administration Certificate / Diploma in School IOSH Managing Safety Qualification ILM Diploma in Business Management
<b>Caretakers and site managers</b>  <b>Team leaders</b>	As above  Mentor and coach new colleagues Undertake development opportunities Consider career goals and discuss with line manager Train as a Reviewer to take a role in Performance Management Seek leadership and management qualification	As Above plus; Provision of information through HSE information	Local support staff networks Training opportunities through local networks Sharing good practice through local networks Best practice visits to other schools	Courses available through the Local Authority CPD programme Speak to your school PPD Leader First Aid at Work Manual Handling	As above (top line) plus ... Certificate in Support Work in Schools Award in health and safety in the workplace Certificate in basic first aid NVQ in property and caretaking supervision Foundation Degree (eg in facilities management) <a href="http://www.creativeeducation.co.uk">www.creativeeducation.co.uk</a> PPD specific to support staff; Technicians, Health and Safety officers <a href="http://www.britsafe.org">www.britsafe.org</a> Managing Safety qualification

<b>Cleaning and site support</b>	As above	As above	Local support staff networks Training opportunities through local networks Sharing good practice through local networks Best practice visits to other schools	Courses available through the Local Authority CPD programme Speak to your school PPD Leader First Aid at Work Manual Handling	As above (top line) plus ... Certificate in Support Work in Schools NVQ in Cleaning and Support Services Award in health and safety in the workplace Certificate in basic first aid <a href="http://www.creativeeducation.co.uk">www.creativeeducation.co.uk</a> PPD specific to support staff; Technicians, Health and Safety officers
<b>Team leaders</b>	Mentor and coach new colleagues Undertake development opportunities Consider career goals and discuss with line manager Train as a Reviewer to take a role in Performance Management Seek leadership and management qualification				
<b>Kitchen staff</b>	As above	As above	As above	Courses available through the Local Authority CPD programme Speak to your school PPD Leader First Aid at Work Manual Handling	As above (top line) plus ... Certificate in Support Work in Schools Award in health and safety in the workplace Certificate in basic first aid Certificate in basic and intermediate Food Hygiene Award in food safety in catering NVQ in professional cookery
<b>Team leaders</b>	Mentor and coach new colleagues Undertake development opportunities Consider career goals and discuss with line manager Train as a Reviewer to take a role in Performance Management Seek leadership and management qualification				
<b>Pastoral staff and Teaching Assistants</b>	As above plus; Information available in LPDS publications for example, health and well-being, ethnic minority achievement. Become familiar with the Teaching Assistant standards. Oversee a Learning and Teaching project.	As above plus;	Join networks such as Chorley and South Ribble; Attendance, Equalities, Health. L2/L3 counselling and introduction to counselling qualification.  Runshaw College - NCFE CACHE in supporting teaching and learning L2/L3	LPDS courses, behavior and attendance, well-being, educational visits, first aid, governor training, safeguarding, school support staff, ethnic minority achievement. Moving and Handling training	Best Practice Network. Support staff courses HLTA National qualifications National Leadership courses <a href="http://www.creativeeducation.co.uk">www.creativeeducation.co.uk</a> CPD specific to pastoral staff; safeguarding officers cover supervisors Teaching Assistants Librarians

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