



MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

Information Pack

Library Assistant from
September 2023

(Part-Time: Monday &
Tuesday 10am – 3.30pm)

Closing Date:

Midday, Monday 10th July 2023

Interview Date:

Tuesday 11th July 2023





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Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular



pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.

William of Waynflete founded Magdalen College School in 1480: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

H. C. Pike



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The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell. Shaped by its Christian Collegiate foundation and links with the university city of which it is part, it aims to inspire in all its pupils a desire to learn, flourish and to serve.

The school will celebrate its 550th anniversary in 2030. The current generation of MCS staff and pupils wish to ensure that we shape a School that is able to flourish for at least another half millennium, and hopefully many more beyond. There are around 980 pupils, boys 7-18 and Sixth Form Girls, and 200 staff who learn and work on the school's central Oxford site.

The Department

The library in its present incarnation was officially opened by Sir Basil Blackwell in September 2005. Located in the Colin Sanders building, it is a large, extremely well-equipped resource utilised by large numbers of pupils and staff.





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The Role

The school is seeking to appoint a part-time Library Assistant to assist the Librarian in enhancing teaching and learning provision by the maintenance of an effective school library service to pupils and staff. This is an excellent opportunity to work within a successful, thriving and friendly department, assisting and supporting staff and pupils in their everyday work.



The role is varied, front-facing and requires the ability to undertake a range of administrative routines associated with the day-to-day running of the library.

The main duties of the post will include, but not be restricted to, the following:

- Processing new materials
- Issuing and returning books and other resources,
- Ensuring that the library is tidy and well stocked.
- **During the Librarian's morning break and lunch-time** the Library Assistant is in sole charge of the library and is responsible for maintaining good behaviour and a suitable working atmosphere, as well as answering questions from pupils and staff.
- The Library Assistant may also be expected to support the Librarian with the Library Society, a lunchtime club for pupils.



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The Candidate

The ideal candidate will have a passion for literature that emulates through their work. A high level of assertiveness, patience and willingness to help is essential.

The successful candidate is likely to be able to demonstrate/have:



- Demonstratable experience in a similar role
- Proven ability to create a welcoming and supportive atmosphere conducive to learning
- A good standard of general education and a high level of written and oral communication with a keen eye for detail
- Sense of ownership and control over areas of responsibility, taking pride in ensuring the smooth and efficient running of the department

Desirable:

- Effective organisational and time management
- The ability to multi-task effectively and be confident around pupils.
- Some degree of manual dexterity when covering books is useful, as is an ability to learn new computer systems



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Application Process

Candidates should submit the “MCS Application Form for Teaching and Support Staff” which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access [Click here](#). To apply for the position please send the following two documents to the HR Administrator, Miss Aimee Edwards (recruitment@mcsoxford.org).

1. “MCS Application Form for Teaching and Support Staff” Form
2. CV (Curriculum Vitae)

All documentation should be sent no later than Monday 10th July 2023, at midday. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

References may be taken up in advance. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.

We anticipate holding interviews on Tuesday 11th July 2023, which will include a task element. We will be in contact with shortlisted candidates by telephone. Please be aware that all shortlisted candidates will be requested to complete a “Self-Disclosure” form before attending their interview.





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Equal Opportunities

Magdalen College School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications from all sections of the community.

Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment **will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire, plus sight of relevant original ID documentation and degree certificate(s).** This role will be in regulated activity and **will require a children's barred list check** as well as an enhanced DBS check. The enhanced DBS check is due to this role being exempt from the Rehabilitation of Offenders Act 1974.





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Remuneration and other benefits

This is a part time, term time plus position (34 weeks plus 5 INSET days) with the following working hours: Monday and Tuesday from 10:00-15:30 (30 minutes unpaid lunch break). There will also be a small amount of work in the school holidays (to be decided with the Librarian). The hourly rate of pay from 1st September 2023 will be £11.92.

Non-teaching staff are automatically enrolled in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

Free Private Health Insurance for all staff on permanent contracts and a single membership is treated as a benefit in kind. Concessionary rates are available for partners and dependents. The school also operates a cycle to work scheme, and travel loans are available.

The school has a fully equipped gym which is available for staff use, and staff may also enjoy access to the University of Oxford's Rosenblatt Swimming Pool. Tennis courts are available, and there is a comprehensive programme of staff sports clubs, including football, climbing, yoga, Pilates, and badminton. Staff also have the opportunity to join choirs and music groups, and to get involved in drama productions.

School fee remission for the children of full-time staff who pass entrance tests for the school is currently 50%. Headington Girls' School currently allows full time staff daughters who pass entrance tests for the school a 20% remission. (Headington fee remission is only available to staff with an FTE of 50% or over).

There is a wide range of benefits on offer to staff, head to mcsoxford.org/vacancies to find out more.



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Additional Information

Please note that MCS is an inner-city school, with limited parking. Public transport is the preferred method of travel, with great access to Park & Ride services. We also offer a Cycle to work Scheme.

If you have any questions or require additional information, please contact the HR office: 01865 253401.

