



LIBRARIAN REQUIRED AS SOON AS AVAILABLE

**Bucks Pay Range 3 £29,114 - £31,230 FTE
Actual Salary £24,688 - £26,483**

**37 hours per week / 39 Weeks Per Year, Term Time and includes 5 Inset Days
Monday-Thursday- 8.30am-4.30pm, and Friday- 08:30-4.00pm**

An exciting opportunity has arisen to appoint a Librarian and Learning Resource Centre Administrator to help us relaunch our School Library and study space. This is an exciting role, which puts you in the heart of our teaching and learning. The successful candidate will benefit from the rewards of engaging with our students daily and enhancing their learning experience.

We want to make our Learning Resource Centre the hub of our school, creating a place that encourages all students to use the facilities for research, reading for leisure and extra-curricular activities.

Working with our Curriculum Leader of English, and the rest of the team, you will have the opportunity to be creative, in order to bring our resource centre to life whilst supporting the school to deliver inspirational and motivating events i.e. World Book Day, World Poetry Day and Author Visits.

You will be required to assist students to explore the information available to them and support whole school reading programs, which will develop and engage them further in their studies. This will include running a Homework Club for students to access after-school until 16:30.

The role will also involve the supervising of Sixth Form students during some of their timetabled study periods and working with the Sixth Form Team to ensure that standards are maintained and support is available for the students during this time.

You will need to be someone who:

- Can promote reading and enjoyment in all forms
- Has a genuine interest in education
- Experience in working within a similar role, or experience in working with secondary-aged students
- Interacts well with young people and a good team member
- Communicates well with students, parents and members of the community
- Is well-organised, able to prioritise and function well under pressure
- Able to work within given guidelines and time scale
- Ability to use current technology to a good level
- Personable and approachable

In return, we will offer you:

- A personalised approach to Continuing Professional Development
- A role in a school that has a clear vision
- A supportive and inclusive staff environment

Please access the full job description, application form and self-declaration form from the school's website www.buckingham-school.org. Completed applications, giving full contact details of two recent relevant professional referees (one of which is your current employer) to: Mr. Andy McGinnes, Headteacher, The Buckingham School, London Road, Buckingham, MK18 1AT or email to emansfield@buckingham-school.org

Closing Date: 9am, Monday 29th June 2026

Interview Date: TBC

Please note that CVs will not be accepted for any posts based in the school

The Buckingham School is committed to safeguarding and promoting the welfare of children.

Applicants must be willing to undergo child protection screening appropriate to the post,

- As part of the pre-employment process, an enhanced DBS Check, Prohibition Checks, and Online/Social media screening will be undertaken in line with the Keeping Children Safe in Education Act. In addition, we will undertake relevant background checks, including checks with past employers - All applicants will be required to provide two suitable references and a full employment history.