



Personal Assistant to Headteacher and School Librarian Term Time Only + INSET

**Monday to Friday (8 am to 5 pm)
Salary £31,000.00 per annum**

Immediate Start

Maida Vale School is an ambitious school that values creativity, curiosity, contribution and adaptability, both in the classroom and beyond. We foster innovation while promoting warmth, kindness and inclusivity, encouraging all students to aim high and achieve their full potential. Now in its seventh year, Maida Vale School continues to grow and strengthen its reputation as a positive, progressive and academically selective community.

We are seeking to appoint an enthusiastic, highly organised and inspirational Personal Assistant to the Headteacher and School Librarian to provide efficient administrative and organisational support to the Headteacher while leading and developing our school library.

This is an exciting and varied opportunity for an individual who combines excellent administrative and organisational skills with a genuine passion for books, literacy and supporting young people. The successful candidate will play an important role in ensuring the smooth and effective operation of the Headteacher's office, while creating a vibrant, welcoming and inspiring library at the heart of the school community.

As Personal Assistant to the Headteacher, the postholder will provide professional, responsive and confidential support, including managing correspondence, appointments, meetings, records and confidential information. The role will require excellent attention to detail, discretion, initiative and the ability to manage competing priorities effectively. The postholder will work closely with the Headteacher and wider staff team, providing a high-quality administrative service that supports the school's wider aims.

As School Librarian, the postholder will champion reading for pleasure and academic curiosity, bringing literature and learning resources to life through engaging library lessons, reading initiatives, competitions, author visits, displays and enrichment opportunities. Working closely with staff across all departments, the Librarian will support the curriculum by ensuring that students and teachers have access to high-quality fiction, non-fiction and digital resources that enhance learning and foster independent study skills.

The Librarian will oversee the day-to-day management and development of the library, including cataloguing, stock management, issuing and returning resources, supporting students whilst in the library, and maintaining an organised, safe and stimulating environment. They will guide students in developing research skills, selecting appropriate texts and becoming confident, enthusiastic readers. The postholder will contribute positively to the ethos of the school and help to cultivate a whole-school culture of literacy, creativity and lifelong learning.

The successful candidate will be professional, approachable and adaptable, with the



ability to build positive relationships with students, colleagues and parents. They will combine strong administrative and communication skills with enthusiasm, initiative and a good knowledge of children's and young adult literature. They will be comfortable working independently, managing confidential information and responding flexibly to the changing needs of a busy school environment.

This role would suit someone who enjoys variety, is passionate about supporting young people and is excited by the opportunity to combine high-level administrative support with the development of a library that is central to the school's academic, pastoral and wider enrichment provision.

The school operates its own pay scale and offers a salary commensurate with the successful candidate's experience and the responsibilities of the role.

Key Responsibilities:

1. Personal Assistant to the Headteacher

- Provide efficient and confidential administrative support to the Headteacher.
- Act as an ambassador for the School and Headteacher in all matters.
- Monitor and manage sensitive and confidential information with discretion and professionalism.
- Diary management and planning in co-ordination with Headteacher.
- Provide administrative support for ELT (Extended Leadership Team) and PAC (Parent's Advisory Council) meetings, including the preparation of agendas and minute-taking.
- Liaise with staff, directors, parents, and external agencies on behalf of the Headteacher.
- Assist Headteacher with ad hoc projects, presentations and report writing (information gathering, collating reports, servicing meetings)
- Coordinate school events, open days, and community outreach in collaboration with other departments

2. School Librarian

- To lead and manage the day-to-day operation of the school library, ensuring it remains an orderly, welcoming and academically purposeful environment at the heart of the school.
- To promote a culture of reading and intellectual curiosity across the school through the effective development and management of the library.
- To plan and deliver library induction sessions, reading initiatives and enrichment activities that encourage students to develop confidence and independence as readers and researchers.
- To organise and coordinate literary events, including author visits, reading competitions and other enrichment opportunities that support the wider life of the school.
- To support and guide students in the selection and use of appropriate fiction, non-fiction and research materials.
- To supervise students working independently within the library, ensuring a calm, purposeful and studious atmosphere conducive to learning.



- To supervise students using the library during break and lunch times, maintaining high standards of behaviour, conduct and mutual respect.
- To implement and uphold the School's Behaviour policy consistently and effectively within the library environment.
- To maintain high standards of presentation and organisation
- To work collaboratively with Heads of Department and teaching staff to identify, source and provide appropriate resources to support the curriculum and wider reading.
- To manage, maintain and develop the library catalogue and library management system, including the cataloguing, issuing and returning of stock.
- To oversee the organisation, maintenance and security of all library resources, facilities and learning materials.
- To produce library guides, displays and informational materials to support effective use of the library and promote reading throughout the school.
- To work with the English Department to support the delivery of the school's Accelerated Reader programme, ensuring that books are accurately catalogued and maintained.
- To contribute to the strategic development of the library through the preparation and implementation of an annual Library Development Plan.
- To liaise with external agencies, educational organisations and local libraries where appropriate to enhance the library's provision and opportunities for students.
- To contribute fully to the safeguarding and welfare of students in accordance with the school's safeguarding policies and procedures.
- To undertake such other reasonable duties as may be required by the Headteacher

The successful candidate will have the opportunity to:

- Work with fantastic and engaging pupils
- Enjoy an inspiring new building
- Take a leading role in developing school library further.

Responsible to: line managed by a member of the English Department and, ultimately, responsible to the Headmaster.

The duties outlined in this job description are in addition to those covered by the latest Staff Contract. It may be modified by the Head Teacher, with your agreement, to reflect or anticipate changes in the job.

Person Specification – PA to Headteacher and School Librarian

Qualifications and Experience

Essential

- Exceptional written and verbal communication skills
- High levels of organisation and attention to detail
- Experience in events coordination or customer engagement
- Confidence working with families and senior leadership
- Strong interpersonal skills and a warm, professional manner



- Proficiency in Microsoft Office Suite and communications platforms
- Willingness to work occasional evenings/weekends
- Relevant qualification in Library and Information Studies, Education, English, or a related discipline, or equivalent relevant experience.
- Previous experience working in a library, school, educational setting or similar environment.
- Experience of managing and maintaining a library collection and library resources.
- Experience of supporting children or young people in accessing books, information and learning resources.
- Good understanding of safeguarding requirements when working with children and young people.

Desirable

- Experience of working as a School Librarian or within an educational library.
- Experience of developing reading programmes, book clubs or other initiatives to promote reading for pleasure.
- Experience of using library management systems and digital information resources.

Knowledge and Skills

Essential

- Excellent knowledge of children's and young people's literature, with an enthusiasm for promoting reading.
- Good understanding of how a well-managed library can support teaching, learning and student development.
- Strong organisational and administrative skills, with excellent attention to detail.
- Ability to catalogue, organise and maintain physical and digital resources effectively.
- Good IT skills and confidence using library management systems and digital resources.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with students and staff.
- Ability to recommend appropriate books and resources according to students' ages, abilities and interests.
- Ability to support students in developing research, information literacy and independent learning skills.
- Ability to manage competing priorities and work independently.
- Ability to maintain confidentiality and handle sensitive information appropriately.

Personal Qualities

Essential

- Passionate about reading, literature, learning and education.
- Approachable, friendly and able to create a welcoming and inclusive library environment.



- Patient and encouraging when working with students of different ages, abilities and backgrounds.
- Proactive, creative and enthusiastic about developing the library and its services.
- Flexible and willing to work collaboratively with teachers and other members of staff.
- Reliable, professional and well organised.
- Committed to promoting equality, diversity and inclusion.
- Committed to safeguarding and the welfare of children and young people.
- Able to act as a positive role model and maintain appropriate professional boundaries with students.

Other Requirements

- Willingness to undertake all required safeguarding and school-specific training.
- Satisfactory completion of all pre-employment and safer recruitment checks, including an Enhanced DBS check appropriate to the role.
- Commitment to the ethos, values and educational aims of Maida Vale School.

Facilities

The school, having been refurbished to an exceptional standard, is equipped with light, airy teaching spaces; a Sixth Form Independent Learning Centre; ample outside space including a MUGA and practice basketball court; a theatre; a Parent Café. The contemporary, cutting-edge facilities include awe-inspiring department areas in the creative and performing arts faculties, and include: two art studios, a Design & Technology workshop and adjoining CAD CAM, computing.

Curriculum

The school offers a broad range of subjects across all Key Stages. The curriculum is structured around a two-year KS3 programme; a three-year KS4 programme; a two-year Sixth Form programme, and the school pursues excellence in all areas. The school's *Bring Your Own Device* policy ensures all pupils become digitally literate.

Pastoral & Co-Curricular

The ethos of the school is that of a family – sociable, supportive, nurturing – imparting emotional care and security to students, parents and staff. Our approach emphasises the partnership with parents, hence the unique and popular Parent Café. An extensive extra-curricular programme is in place, consisting of clubs and societies in sport, creative & performing arts, academic subjects, and areas beyond the curriculum.

Appointments

All appointments are made in accordance with our equal opportunities policy and applicants should let us know of any special needs they may have. Maida Vale School is committed to safeguarding and promoting the welfare of children. Successful candidates must be willing to undergo full screening in accordance with Keeping Children Safe in Education, including an Enhanced Disclosure and Barring Service check. Issues relating to safeguarding and promoting the welfare of students will be explored at interview.



Applications

Applications must be made on the school's application form, which may be obtained via the school website: <https://www.maidavaleschool.com/about-us/join-our-team>

Please submit a completed application form and provide the contact details of two referees. One referee must be your current or most recent Headteacher. The second should be your current or most recent employer. If your current or most recent employer did not involve working with children, your second referee should be your most recent employer where you worked with children. Referees must not be relatives or individuals known to you solely as friends.

The school intends to seek references for all shortlisted candidates prior to interview, unless you indicate otherwise in your application.

Completed applications should be emailed to recruitment@maidavaleschool.com.

Closing Date

The closing date is 21st October 2026, 12pm. Suitable applicants will be contacted by telephone and invited to attend an interview. Please note that interviews may be held on a rolling basis as suitable applications are received, therefore, early applications are strongly encouraged.