



PLUME ACADEMY

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### **LIBRARY ASSISTANT**

**Required as soon as possible**

**30 hours per week, Mon, Tues, Thurs, Friday 8am – 3.10pm, Wed 10.50am – 2.10pm**

**Term time only (38 working weeks)**

**Pay scale 2 Points 11-16**

**Actual starting salary £11,626**

We are seeking Library Assistant to join our vibrant staff team who work across our three Library and Information Centres, and which play a central role in our students' learning. You will have a love of reading, be extremely well organised and have a friendly, helpful nature.

You will assist the Library Supervisor in ensuring that the libraries are used to their full potential, and provide support to students and staff in accessing the library facilities and resources. Computer skills are essential and training will be given on our library systems.

Plume Academy is a friendly, supportive and aspirant educational establishment where the professional development of all staff is given a very high priority. Plume's very positive recent Ofsted inspection in January 2018 judged the Academy as 'good' in all areas, including the Sixth Form.

Plume Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, Trustees and volunteers to share this commitment. All appointments are therefore subject to satisfactory DBS and Immigration Checks, together with the receipt of references and only applications submitted on the Academy's application form will be considered.

For full details and an application form, please visit our website at [www.plume.essex.sch.uk](http://www.plume.essex.sch.uk) or email [personnel@plume.essex.sch.uk](mailto:personnel@plume.essex.sch.uk)

**Closing date: 9am on Thursday 6<sup>th</sup> February 2020**