



**CHURCHER'S  
COLLEGE**

## School Librarian & Events Coordinator

Part time – Term Time

### The School

Churcher's College is an Independent coeducational day school offering Nursery, Junior, Senior and Sixth Form education. With 1055 pupils in the Senior School and 285 pupils in the Junior School (excluding the Nursery) of approximately equal numbers of boys and girls, Churcher's College enjoys recognition as one of the most accomplished independent, coeducational day schools in the country.

The school is hosted on two campus sites in Hampshire enabling the Junior School and Nursery pupils to flourish in their own beautiful grounds in Liphook, whilst maintaining close links to the Senior School and Sixth Form located in nearby Petersfield. Both sites offer on-site playing fields and unrivalled facilities, providing the comfort and opportunities of an open, healthy environment.

Churcher's College offers the widest range of experiences and the opportunity to be the best. The school has received independent acknowledgement for its academic success, creative arts, performing arts, adventurous activities and sporting achievements. Churcher's is an inclusive school where parents, children, staff and friends all contribute to the rich and broad education provided. We aim to nurture children into educated, informed, socially responsible and respectful citizens ready to succeed in life.

### The Role

We are seeking an enthusiastic individual to join our Library team. The successful applicant will be responsible for the smooth and efficient running of the

Senior School Library and for supporting the school in the organisation of our school events.

### Main Duties

#### The smooth running and operation of the College Library facility

- Instigate programmes which facilitate the use of resources
- Carry out routine tasks necessary for the smooth, day to day running of the Library
- Provide and manage resources
- Catalogue and order books
- Operate the circulation system (Accessit) – using, reserving and returning books
- Provide an attractive and stimulating environment by the use of topical displays, posters, etc
- Ensure that the Library stock has been catalogued and kept up to date

#### Assist and supervise pupils in:

- Using the Library for individual study and ensure the proper use of the Library by students
- Locating, retrieving, interpreting, evaluating and presenting information
- Supervise students on a modified curriculum
- Supervise sixth form private study
- Provide opportunities and activities which encourage independent learning skills
- Oversee the Library computer system and pupil use of the IT equipment and network services

#### Maintaining an effective partnership with teachers to:

- Identify their curricular requirements and match these to relevant resources

- Promote and evaluate learning resources and learning skills
- Order books in conjunction with the Heads of Department to the budget allocated by the Headmaster

#### Events Coordination:

- Support the organisation of major school events, including ticketing, parent liaison, catering, prize coordination, and event delivery. These include Speech Day, the Grand Summer Concert, Lower School Prize Giving, and other concerts and performances
- Lead organiser of the annual whole-school Summer Open Day, responsible for liaising with all departments, Marketing, and the Headmaster
- Manage online ticketing for school events and attend the start of events where required

### Personal Qualities

- A love of books and reading with the desire to share that with young people
- Ability to adjust communication style to differing audiences including a range of pupils
- Approachable and adaptable working style
- Excellent attention to detail
- Excellent organisational skills
- Excellent literacy skills
- Team player
- Able to work alone and use initiative.
- Well presented, with a welcoming manner
- Strong communication skills both verbal and written
- A passion to help children learn and develop to their potential





## Skills and Experience

- Working knowledge of Microsoft Office, including Word, Excel and Outlook
- Experience with Library systems preferred but not essential as training can be given
- Previous experience working in a school would be beneficial but not essential
- Some experience working with children or young people
- Previous experience in organising events desirable
- Knowledge of current research and referencing techniques would be beneficial but not essential

## Employment Terms

Location: Churcher's College Senior School, Ramshill, Petersfield GU31 4AS

Responsible to: Deputy Head Academic & Head of Marketing

Hours: Library opening times: 8.30pm – 5.30pm, Monday to Friday – Flexible part time working pattern to be agreed with the successful candidate.

Pay: Competitive Salary depending on experience.

Start date: 1 September 2026

To Apply: Please complete the application form (available from the website) and send with CV and letter of application to Claire Buckton, HR Manager, Churcher's College, Ramshill, Petersfield, Hampshire GU31 4AS, or by email to [recruitment@churcherscollege.com](mailto:recruitment@churcherscollege.com).

Vetting/recruitment: As a consequence of the Children Act 2006 and KCSIE 2025, all staff appointed to positions at Churcher's College must undergo a check with the Disclosure & Barring Service. A copy of the School's Recruitment, Selection and Disclosure Policy and Procedure is available on the website. Two written references will be required and any gaps in employment records will be investigated.

It is also necessary for all staff to notify the school before the appointment of any convictions, or other factors which may be relevant to their employment in a school environment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. Churcher's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Churcher's College aims to be a fair employer and is committed to equal opportunities. Churcher's College does not discriminate against employees on the basis of gender, ethnic origin, religion or religious belief, disability or age. We embrace inclusion and fairness in the workplace: diversity is to be celebrated and as such we strive towards a fully immersive culture of inclusion, diversity and equality.

**Closing date: 9.00am Monday 16 March 2026 (early applications welcome).**

**Interviews will be held on Wednesday 25 March 2026.**

