



Re-founded 1555

Ripon Grammar School

Helping shape the future since 1555



LIBRARY/ADMINISTRATION ASSISTANT

Required as soon as possible

37 hpw, term time only + Training Days + 1 week in school holidays throughout the year

Salary: NYCC Band 4, points 9 – 13 (£14,621 - £15,176 pa actual)

We are seeking a library assistant to support the work of the Learning Resources Manager who oversees the library service in school to support teaching and learning. He/she will be highly self-motivated and committed to the welfare and education of the students within school.

The role would also require excellent administrative ability, well-developed ICT skills and a passion for reading and literacy. Administrative support would also be part of the role to assist the school's administration team.

This post is ideal for those working towards a library/information science qualification.

[There may also be the opportunity to undertake an additional, remunerated post within a boarding house in School, with accommodation provided, if required by the successful candidate]

Ripon Grammar School is situated in the historic city of Ripon. Ripon itself is set amidst the stunning countryside of North Yorkshire, near to the Yorkshire Dales and within easy access to Harrogate, York and Leeds.

Please apply via the School website, www.ripongrammar.co.uk where an application form and details of the post can be found under the vacancies section.

Interviews will be arranged with successful candidates. If you have not heard from the School following the closing date, please assume your application has been unsuccessful.

Closing date for applications: **9am on Monday, 24 September 2018**

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