



Radnor House
celebrating every individual

Radnor House School

Pope's Villa, Cross Deep, Twickenham, TW1 4QG

<http://www.radnor-twickenham.org/>

Library Resource Officer

Term time + 4 weeks, part-time/afternoons (Job Share)

Required for September 2021

We are looking to recruit a professional and exceptionally organised academic Library Resource Officer to provide a welcoming and supportive learning environment at Radnor House. The successful candidate will develop and maintain an outstanding Library and be responsible for overseeing the Learning Resource Centre. Working collaboratively with the morning Library Resource Manager to actively encourage a love of reading with pupils with full involvement in the literacy initiatives within the Library and supporting the teaching staff in the Library lessons.

Excellent administrative, communication skills, accuracy and attention to detail are critical to success in this position.

Radnor House is a 9-18, selective, co-educational, independent day school set in historic buildings on the banks of the Thames in Twickenham, just 30 minutes from Central London. We were judged as 'Excellent' in all categories by the Independent Schools Inspectorate in February 2020.

We offer a competitive salary, with extensive opportunities for CPD and career development.

For further information, to download an application, or to watch our video to give you a flavour of working at our school, please visit our website:

<http://www.radnor-twickenham.org/about/>

<https://www.radnor-twickenham.org/about/current-vacancies>

Applications can only be considered in the form of a completed application form which, with its cover letter, should be returned to hr@radnorhouse.org.

Please note we operate Safer recruitment and we do not accept CVs or CV attachments. All candidates must complete our online application form in full. Radnor House may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. With this in mind, you are encouraged to apply as early as possible

Radnor House Twickenham is a member of Dukes Education, a family of schools, teachers, learners, and parents connected by our pursuit of an extraordinary life for every member of our community. To learn more about our family, visit dukeseducation.com

Radnor House Twickenham is committed to safeguarding the welfare of children and expects the same from its employees. All new staff will be subject to enhanced DBS clearance, checks of identity, qualifications and employment history and satisfactory references. We are an equal opportunities employer