



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

**LIBRARY MANAGER AND
LITERACY INTERVENTIONS LEAD
APPLICANT PACK
SEPTEMBER 2026**

INTRODUCTION

Dear Candidate,

The vision for Hartford Church of England High School is that we will provide an exceptional, inclusive and aspirational education rooted in a shared set of Christian values that radiate the love and truth of Jesus. We will nurture, embrace and promote the God-given talents of our students both within and beyond the classroom. Growing in wisdom, our children will develop into thankful young people who will make a substantial contribution to the world. As a flourishing community, we will bring out the best in one another on a daily basis by being Happy, Achieving, Ready and Together.

And whatever we do, whether in word or deed, we do it all in the name of the Lord Jesus, giving thanks to God the Father through him. (Colossians Ch3, v11b -17)

We are delighted to welcome applications for the permanent role of Library Manager and Literacy Interventions Lead at Hartford Church of England High School. Our school is a great place to work! Our most recent Ofsted inspection in June 2023, demonstrated that we were a good and improving school and since that time our school has gone from strength to strength! We have brilliant students, talented and committed staff and supportive parents and are fully committed to making Hartford Church of England High School an exceptional place to learn and work.

The School Librarian and Literacy Intervention Lead will manage and develop the school's library as a vibrant, welcoming and purposeful hub for reading, learning and independent study. The postholder will be responsible for the effective day-to-day management of the library and its resources, while playing a key role in promoting a strong culture of reading for pleasure across the school. Working closely with the Assistant Headteacher responsible for Academic Inclusion and other relevant staff, the postholder will also support the school's wider reading strategy through the delivery of targeted reading and phonics interventions for identified students. The role will combine professional library management, reading promotion and direct work with students to help develop confident, fluent and engaged readers.

Part of our drive towards continuous improvement has been through the development of our Associate Staff team, who are highly valued and integral to the successful operation of our school. Continuous Professional Development is key to this, with colleagues being trained in areas of their interest alongside teaching colleagues within the school – working in collaboration our staff teams are making the school a superb and vibrant community of which to be a part.

Our school is blessed with exceptional facilities across a large site, with suites of new facilities, including a bespoke and modern library, and an expanse of green spaces.

Hartford Church of England High School is an extremely popular choice for families within the Northwich area and beyond, with a growing reputation for our ethos and excellence. We are privileged to educate students who are enthusiastic to learn and who are great to teach. We have hugely supportive parents and committed staff and governors. We have extremely close working relationships with the Diocese, local authority and our colleagues in other schools.



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Our school is at the centre of the community in Hartford, and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. All that we do is centred around our core HART values of Happy, Achieving, Ready, Together, built on the Christian foundation of Love (caritas) and Truth (veritas). All members of our school community – students, staff, parents and governors – are expected to live out our values in their daily interactions and behaviours in school. If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible experience of school then we want to hear from you!

If you are considering applying to be our Library Manager and Literacy Interventions Lead, you are more than welcome to come and visit the school to find out more about the role and see all our fantastic students and staff, plus our facilities, first hand. Should you wish to do so please contact Sara Morris, Business Manager – Personnel by email - sara.morris@hartfordhigh.co.uk - who will be more than happy to arrange this for you.

Should you choose to apply for the role of Library Manager and Literacy Interventions Lead, I look forward to receiving your application and welcoming you to Hartford Church of England High School in the near future.

Rachel Pickerill
Headteacher



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KEY INFORMATION

Job role: Library Manager and Literacy Interventions Lead

Starting Date: As soon as possible

Salary: Grade 7 SCP 18 - 23 £32,578 - £35,570 per annum (actual salary payable £29,219 - 31,903 Per annum)

Contract Details: 37½ hours per week (8am - 4pm Monday - Friday), 40 weeks per year (term time + 5 INSET days + 5 days worked over the schools holidays in agreement with the Assistant Headteacher - Academic Inclusion)

Closing Date: 9am on Monday 5th October 2026 (we reserve the right to close this vacancy early if required)

Interviews: To be confirmed

How to Apply: Applications only accepted on completed school application forms and they should be sent to sara.morris@hartfordhigh.co.uk.

Benefits: For the successful candidate we offer a range of benefits to colleagues including:

- Membership of the Local Government Pension Scheme
- An Employee Assistance Programme with a helpline providing support and advice on personal and professional issues
- Working Rewards providing discounts and offers at all the major retailers as well as access to salary sacrifice schemes
- Access to an on-site fully equipped gym
- Staff events and sporting activities to support the school family system
- Optional staff collective worship
- Daily free tea and coffee as well as other refreshments throughout the school year
- Ample free staff parking including E/V charging points



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JOB DESCRIPTION

The role of Library Manager and Literacy Interventions Lead at Hartford Church of England High School is:

Main Responsibilities:

- To manage the day-to-day operation and supervision of the school library, ensuring it is an inclusive, welcoming, and purposeful environment for all students and staff.
- To maintain and oversee the upkeep of all library equipment, furniture, and display areas to a high standard.
- To manage the school's library management software system, providing training and guidance to staff and ensuring accurate records of loans, returns, and stock.
- To promote literacy and reading for pleasure across all year groups, including through displays, reading initiatives, and author-related events.
- To manage the library budget effectively, ensuring value for money and alignment with school priorities and reading initiatives.
- To select, order, and catalogue new stock, ensuring a diverse and relevant collection that supports both the curriculum and recreational reading.
- To manage the school's Education Library Service (ELS) subscription, including stock selection, rotation, and attendance at associated training sessions.
- To participate in phonics training and deliver targeted phonics support sessions to selected students, working alongside SEND colleagues,
- To deliver and support targeted literacy interventions for identified students, including structured work to develop literacy skills, reading fluency, comprehension, vocabulary and confidence, in liaison with the Assistant Headteacher responsible for Academic Inclusion and other relevant staff.
- To use relevant reading assessment information, including reading scores and reading ages, to support students in selecting appropriately challenging texts and to inform targeted reading support.
- To maintain accurate records of students participating in literacy interventions and contribute to the monitoring and evaluation of their engagement and progress.



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- To plan, organise, and lead literacy groups to support students with literacy needs or reluctant readers, or promote specific genres/themes.
- To support the delivery and promotion of the school's wider reading programmes, including Tutor Reading and Reading Fluency, under the direction of the line manager.
- To coordinate and run school-wide reading and writing competitions in collaboration with English and Literacy Leads.
- To contribute articles and information for the school newsletter, celebrating reading success and promoting library events.
- To establish, develop and support a Student Librarian/Literacy Leaders programme, providing opportunities for students to take responsibility for and contribute to the development of the library.
- To plan and deliver library induction sessions for new students, developing students' confidence in accessing and using the library independently.
- To liaise with curriculum areas to identify and develop appropriate library resources, wider-reading materials and reading recommendations that support curriculum learning.
- To supervise students in the library during social times, ensuring the space remains calm, productive, and inclusive.
- To organise and lead book sales and book fairs, including liaison with external book providers.
- To lead on World Book Day planning and activities, engaging the whole school community in the celebration of reading.
- To develop productive links with local libraries, authors, booksellers and other relevant organisations to extend the reading opportunities and resources available to students.



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Additional Responsibilities

- Attend all meetings as requested by the Headteacher in relation to the role.
- Additionally undertake:
 - Fire marshal and first aid duties where applicable
 - Duties during the working day
 - All professional development as required for the role.
 - Full participation in the performance management and appraisal process

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by their Line Manager from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos



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PERSON SPECIFICATION

	Essential	Desirable	Evidence
Qualifications	5 GCSEs/O'Levels at Grades C or above (or 4 and above) including English and Maths	A Levels or higher	Application Certificates
Experience	Working with children and/or young people to develop knowledge and skills	Experience of working in a school setting	Application References Interview
Job related knowledge:	Good knowledge of computer software used in administration (e.g. Microsoft 365) Excellent literacy skills - to include good spelling, grammar and punctuation Understanding of the role of a school library in education	Knowledge of data management systems used in schools, e.g. Arbor Knowledge of library management systems e.g. Libresofts' library management systems	Application References Interview
Skills and Aptitudes:	Drive and enthusiasm Flexibility and adaptability Attention to detail Able to use initiative where necessary Excellent personal organisation Good under pressure Trustworthy Ability to build excellent relationships with children		Application References Interview
Interpersonal Skills:	Diplomacy and tact Ability to defuse difficult situations Confidentiality and discretion Good communication skills Good sense of humour		Application References Interview



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OUR SCHOOL VALUES

H

HAPPY

Showing respect to one another.
Looking after our mental and
physical wellbeing.

A

ACHIEVING

Working towards our goals,
both academic and extra-
curricular. Showing resilience
and not being afraid to fail.

R

READY

Being punctual, equipped
and ready to learn every
day. Wearing our uniform
with pride.

T

TOGETHER

Working together in all
things - building a school
family characterised by
tolerance and kindness.

LOVE 'CARITAS' & TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they
may see your good deeds and glorify your Father in heaven."

John 15:12 and Matthew 5:16



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