



## Job Description and Person Specification



<b>Post Title:</b>	Learning Resource Centre Coordinator / Administrator
<b>Responsible to:</b>	Working under the direct instruction of the Academic Services Team Manager with support from the Trust Libraries Team
<b>Responsible for:</b>	The day to day running of the Learning Resources Centre and associated events and administration
<b>Grade:</b>	Band E, 37 hours per week, term time plus 3 directed days Actual Salary £17,595 to £17,947 (FTE Salary £19,945 to £20,344)

### Main Purpose of Job

The post holder will carry out a range of library and administration duties that support the work of the school and in particular the Learning Resources Centre (LRC) which operates a library service and wider delivers a range of community events. All posts include cross school duties.

All postholders at Oakwood High School are required to work at their designated level to support the implementation of all school policies and procedures to achieve the key targets of the school. These targets are reviewed annually and adapted to meet the needs of our pupils.

The post holder will be a key member of the team in the Academy and will work positively and proactively in respect of library services, community events and projects and support for the Academic Support Team in respect of routine data, exams, cover and logistics support.

The post holder will work in collaboration with a range of staff across the Academy in the discharge of their duties and will at all times work within and contribute to the legal, regulatory and policy frameworks of the Academy and wider Trust.

For the purposes of this Job Description and Person Specification, Trust is Inspire Trust and all Academies working within the Trust. All duties outlined below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post or the lead responsibility for an activity lies with another member of staff this is stated and will be expanded on in the Operational Schedule (or procedures) for this post.



## Main Duties of the Post (including Leadership, Accountabilities and Operational Activities).

**A=Accountability (which means being responsible for something to somebody)**

**L= Leadership (guide, direct and influence the outcomes of)**

**O=Operational (day-to-day management and control of these activities)**

### Duties and Responsibilities

<b>1</b>	<b>Support for pupils and staff in the Learning Resource Centre (LRC)</b>	<b>A</b>	<b>L</b>	<b>O</b>
1.1	Maintain the Heritage Library system (including security and data protection compliance).	✓	✓	✓
1.2	Maintain the LRC environment to a high standard including the regular update of displays and information that are creative, attractive and appropriate to learning objectives of the school.	✓	✓	✓
1.3	Work with departments to ensure the LRC supports School Priorities, learning and achievement of pupils.	✓	✓	✓
1.4	Assist pupils and other LRC users with loans and returns of books / resources and with research and information.	✓	✓	✓
1.5	Supervise pupils in the LRC, particularly in non-curricular periods, before and after school, breaks and lunch times as necessary.	✓	✓	✓
1.6	Establish good relationships with pupils, acting as a role model and responding appropriately to individual needs.	✓	✓	✓
1.7	Log incidents of poor or good behaviour via Go 4 Schools and refer to senior staff when necessary.	✓	✓	✓
1.8	Encourage pupil behaviour and standard in line with school policy and procedures.	✓	✓	✓
1.9	Supervise and organise LRC prefects. Assign tasks to them at busy periods.	✓	✓	✓
1.10	Your duties will include being the 'Inspiring Youth Coordinator'.	✓	✓	✓

<b>2</b>	<b>Administrative Support to the Academic Support Team (AST)</b>	<b>A</b>	<b>L</b>	<b>O</b>
	You will provide administrative support as part of the AST which will include:			
	<ul style="list-style-type: none"> <li>Assist with the organisation of trips as directed.</li> </ul>	✓		✓
	<ul style="list-style-type: none"> <li>Check and follow up parental consents and the updating of parental email addresses.</li> </ul>	✓		✓
	<ul style="list-style-type: none"> <li>Support the administration of exams at key points in the year, this will include using the school data systems to create the exam ID cards.</li> </ul>	✓		✓
	<ul style="list-style-type: none"> <li>Support for school events.</li> </ul>	✓		✓

<b>3</b>	<b>General</b>
2.1	All employees have a responsibility for implementing all School Policies and procedures and working in accordance with the Code of Conduct for Staff.
2.2	All employees will be asked to work at their level on pupil interventions to meet pupil needs and school targets.
2.3	Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
2.4	Understand Appraisal and Continuing Professional Development (including attendance and contributions to School INSET and Planning events). Recognise own strengths and areas of expertise and use these to achieve and to support others.
2.5	Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy and using CPOMs.
2.6	Contribute to the overall ethos / aims of the school.
2.7	Establish constructive relationships and communicate with others in liaison with the Teacher, to support achievement and progress of pupils. Take the initiative, as appropriate, to develop appropriate multi-agency approaches to supporting pupils.
2.8	Deliver out of school learning activities within the guidelines established by the school, you may be required to adjust your working day to support this.
2.9	Supervise pupils on visits, trips and out of school activities as required.
2.10	Support for school wide events and connectivity with primary schools.
2.11	Support the role of other professionals.
2.12	Attend work on a regular basis, punctuality is essential.
2.13	Convey an enthusiasm for reading for all.

**Excellent standards of behaviour, respect and learning depend upon the ‘tone’ set by all members of the Trust community. We build upon our strengths – together!**

**Person Specification**  
**Post: Learning Resource Centre**  
**Coordinator / Administrator**



**Inspire Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers and volunteers to share this commitment.**

Personal Skills Characteristics		Essential	Desirable	Method of Assessment (List Code Below)
<b>1</b>	<b>Experience</b>			
1a	Some experience of working with young people.	✓		AF/I/R
1b	Ability to work as part of a team.	✓		AF/I/R
1c	Having a flexible approach to day-to-day working.	✓		AF/I/R
1d	Strong communication skills and the ability to speak to people at all levels and with all abilities. Able to follow instructions.	✓		AF/I/R
<b>2</b>	<b>Qualifications and Training</b>			
2a	Minimum A*-C GCSE (or equivalent) in English and Maths.	✓		AF/CQ
2b	IT skills that support suitability to discharge the duties of the post.	✓		AF/I/CQ
2c	Already possessing or willing to undertake relevant professional development linked to the role, eg, delivering reading programmes.		✓	AF/I/CQ
2d	Appropriate knowledge of Health and Safety will be required.	✓		AF/I/CQ
2e	Must be willing to become a first aider.	✓		
<b>3</b>	<b>Special Skills and Knowledge</b>			
3a	Evidence of organisational skills that will support the candidate to deliver creative and inspirational library based (and other) events.		✓	AF/I
3b	Experience of working in a library / resource centre setting.		✓	AF/I/CQ
3c	Enthusiasm for a wide range of fiction and non-fiction texts and transition projects for primary schools.		✓	AF/I
<b>4</b>	<b>Personal Qualities</b>			
4a	A genuine enjoyment of and respect for working with young people.	✓		I
4b	An ability to stay calm and controlled in stressful situations.	✓		I
4c	An understanding of and commitment to equal opportunities issues both within the workplace and the community in general.	✓		I/R
4d	A commitment to the provision of anti-discriminatory and anti-oppressive practice.	✓		I/R
4e	Conscientious, honest and reliable.	✓		R

<b>5</b>	<b>Mandatory Requirements</b>			
5a	A DBS check at an enhanced level (formerly CRB check) must be undertaken by all candidates and be satisfactory as a condition of employment with Inspire Trust.	✓		<b>C</b>
5b	School posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared.	✓		<b>AF</b>
5c	References that confirm suitability to work with children, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or acting purely as a friend.	✓		<b>AF</b>
<b>6</b>	<b>Physical Requirements</b>			
6a	Health and physical capacity for the role.	✓		<b>I, R</b>
6b	A good attendance record in current employment, (not including absences resulting from disability).	✓		<b>I, R</b>

**Key to abbreviations:**

**AF** Application Form

**R** References

**I** Interview

**CQ** Certificate of Qualification

**OT** Occupational Testing (this method of assessment is optional but if used it may be at the shortlisting or interview stage – candidates will be informed)

**C** Criminal Records Check

We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have. Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview.