

# Learning Resource Centre and Information Services Manager

**Job Description and Person Specification**  
Full-time, all year contract



<b>Post Title:</b>	Learning Resource Centre and Information Services Manager primarily based at Thomas Rotherham College but working across all our Trust sites.
<b>Responsible to:</b>	Director of Corporate Services
<b>Responsible for:</b>	The effective management of Trust Library and Learning Resources Services including information management and community engagement activities.
<b>Salary</b>	Band H £28,672 to £31,345

## Main Purpose of Job

To develop and promote the Learning Resource Service of the Trust, this includes our library and resource provision at Thomas Rotherham College, at Oakwood High School and book services at Sitwell Junior School.

Actively engage with and support the development of our Learning Resource and Library centres as part of our Community Engagement strategy to provide Community Hub services and events that meet the needs of our internal and external community.

To develop and embed Information Management Services including Operational GDPR and Records Management as part of a wider network – the post holders focus will be on the provision at Thomas Rotherham College.

These services will be delivered across the full Trust in line with policies, procedures and legislation under the leadership of and as directed by the Senior Leader.

There is a connectivity between this post and a number of other key management posts across the Trust, you will work collaboratively with a range of other service managers. All staff are required to work together proactively to ensure smooth and efficient services to pupils / students, staff and others.

**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!**

For the purposes of this Job Description and Person Specification, Trust is Inspire Trust and all Academies working within the Trust. All duties outline 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)**

### 1. Role Specific Duties and Responsibilities

1	Learning Resource and Information Services - Connectivity with the Community Engagement Framework	A	L	
1.1	Develop and ensure delivery of the Learning Resource, Community Hub and Information Services Framework and Strategy Plan for the Trust. Routinely review and evaluate the effectiveness of the plan.	✓	✓	✓
1.2	<p>Lead and Manage the Trusts Library provision which includes responsibility and accountability for the recruitment, deployment, development, appraisal, training, guidance of and operational management of the staff. Currently this consists of:</p> <p>The Library Facility at Thomas Rotherham College            The Learning Resource Centre at Oakwood High School            The reading provision at Sitwell Junior School            All of these services will be refocused as Community Hubs under our new growth strategy.</p> <p>The Trust is a growing Trust and the post holder will be required to work to deliver such services at any further establishments that join the Trust.</p>	✓	✓	✓
1.3	Actively engage with and support the development of our Learning Resource and Library provisions as part of our Community Engagement strategy to provide Community Hub services and events that meet the needs of our internal and external community.	✓	✓	✓
1.4	Effectively Lead and Manage the Trusts Library provision which includes responsibility and accountability for the physical resources and environment, and this will include accountability for related systems, procurement, budget, policies, operational procedures, publicity and promotion, developing events, service standards and fitness for purpose relating to all aspects of the service. The current services are outlined in 2.1 above.	✓	✓	✓
1.5	Working with Curriculum Leads across the Trust to develop the purpose and content of the Library and other Learning Resource facilities and the services required to meet the needs of our Pupils, Students and other users. This will include the development of securing resources to support pupils / students and other users and to support the curriculum and as such contribute towards learning and teaching in the Trusts.	✓		✓

1.6	Develop and deliver information / briefings on Library and Resource use for pupils / students / staff and others and train and support other staff to do this. This includes the management of volunteers (pupils / students and others).	✓	✓	✓
1.7	All of our library and learning resource provision will move into our new Community focused Hub strategy and the postholder will be instrumental in this development.	✓	✓	✓
<b>2</b>	<b>Information Management</b>			
2.1	Working with the established GDPR network and all other appropriate staff, take a lead on aspects of the development and implementation of the operational plan to secure effective Records Management and GDPR compliance across the Trust with a focus on Thomas Rotherham College provision.	✓		✓
2.2	Working with the established scheme and key staff, update, brief and direct Records Management across the Trust (taking a lead on the operation of the Scheme at Thomas Rotherham College)	✓	✓	✓
2.3	Develop, publish and embed the Freedom of Information Policy and Publication Schedule for the Trust.	✓	✓	✓
<b>3</b>	<b>All Services</b>			
3.1	Responsible and accountable for the development and implementation of Service Development / Project or Action Plans.	✓	✓	✓
3.2	Responsible for ensuring that employee Service Delivery Plans (for both induction and appraisal) are in place and actioned to the standards required and accountable for ensuring that appropriate actions are taken to secure this. This is operated under the Trust Framework for Induction and Appraisal and under guidance in line management responsibilities.	✓	✓	✓
3.3	Analyse processes and services identifying alternative solutions and recommend approaches and implement change as appropriate.	✓		✓
3.4	Ensure effective reporting of all aspects of the service as required.	✓	✓	✓
3.5	Support Trust development by contributing to the Induction and ongoing development of a range of new staff (over and above the staff you will line manage).			✓
3.6	Discharge all Safeguarding, GDPR, Records Management, E-Safety and Health and Safety aspects of the Service.	✓		✓

#### 4. Generic Duties and Responsibilities

4.1	Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.
4.2	All employees will be asked to work at their level on pupil/student interventions to meet the needs and targets of the Trust. For professional support staff this will include Basic First Aid (training will be provided).
4.3	Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.
4.4	Participate and contribute to Appraisal and the development of Service Delivery Plans and Operational and Compliance Schedules.
4.5	All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal / external Training, Networking, Updating and other such events) to ensure that they develop and recognise their own

	strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.
4.6	Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
4.7	Contribute positively to the overall ethos / aims of the Trust including participation in appropriate networks and projects.
4.8	Establish constructive relationships and communicate with others (inside and external to the Trust).
4.9	Organise and support Academy and Trust events as requested.
4.10	Any other reasonable and appropriate duties as directed by Trust or Academy Senior Staff.
4.11	All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. As a senior support staff holder, you will support, mentor and act as a role model for all staff.

## Person Specification

### Post: Learning Resource Centre and Information Services Manager

The 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.

		<b>Essential</b>	<b>Method of Assessment</b>
<b>1</b>	<b>Qualifications / Training / Experience</b>		
1.1	Educated to Degree level in a relevant subject.	✓	AF/CQ
1.2	Membership of or willingness to complete the Chartered Institute of Library and information Professionals (CLIP).	Desirable	AF/CQ
1.3	Evidence of the skills, motivation and enthusiasm to deliver the services as outlined in the job description – including evidence of transferable skills and experiences.	✓	AF/CQ/R/I
1.4	Evidence of successful work within Education or a similar or comparable setting.	✓	AF/R/I
<b>2</b>	<b>Skills and Aptitudes</b>		
2.1	Evidence of the application of skills acquired as a result of professional training.	✓	AF/I/R
2.2	Managerial skills or experience that suggest suitability to discharge the requirements of the post, including the following skills:	✓	AF/I/R
	2.2.1 Information Management	✓	AF/I/R
	2.2.2 Research	✓	AF/I/R
	2.2.3 Organisational	✓	AF/I/R
	2.2.4 Administrative	✓	AF/I/R
	2.2.5 Service and Resource Development	✓	AF/I/R
	2.2.6 Staff and Resource Management	✓	AF/I/R
	2.2.7 Community Engagement and Events	✓	AF/I/R
2.3	Evidence of IT Skills and usage at a high level of competence – use, manipulation, outputs appropriate to the post.	✓	AF, CQ, R, I
2.4	Ability to plan work processes effectively and embed these in your own and the practice of others.	✓	AF/I/R
2.5	Innovative and creative to develop engaging services / events / activities that meet the needs of our users.	✓	AF/I/R
2.6	Ability to develop effective and productive networks and relationships that best meet the needs of the Trust.	✓	AF/I/R
<b>3</b>	<b>Mandatory Requirements</b>	<b>Essential</b>	<b>Method of Assessment</b>
3.1	A satisfactory DBS check at an enhanced level is a condition of employment with Inspire Trust.	✓	DBS Check
3.2	Education posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form. The 2013 and 2020 amendments to the Act allow that when applying for certain jobs and activities certain convictions	✓	AF/R

	and cautions are considered 'protected' and do not need to be declared.		
3.3	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.	✓	AF/R
<b>4</b>	<b>Physical Requirements</b>		
4.1	Health and physical capacity for the role.	✓	I, R
4.2	A good attendance record in current employment, (not including absences resulting from disability).	✓	I, R

5. The Trust looks for evidence from all candidates of effective behaviours which we value and have found to be consistent with high performance. Part of our selection process will be to assess whether candidates can demonstrate that they have exhibited these behaviours in their current or previous employment, education, voluntary or other activity. Candidates are advised to read the following carefully and provide examples of these in the 'Information in Support of the Application' section of the application form. Candidates should be prepared to discuss these in the interview process.

<b>5</b>	<b>Effective Behaviours</b>	<b>Method of Assessment</b>
5.1	<b>Managing self and personal skills:</b> Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.	A/I/R
5.2	<b>Delivering excellent service:</b> Providing the best quality service to all pupils and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.	A/I/R
5.3	<b>Finding innovative solutions:</b> Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.	A/I/R
5.4	<b>Embracing change:</b> Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.	A/I/R
5.5	<b>Using resources:</b> Making effective use of available resources including people, information, networks and budgets. Being aware of the financial position of the Trust and impact of decisions on this.	A/I/R
5.6	<b>Engaging with the big picture:</b> Seeing the work that you do in the context of the bigger picture e.g. in the context of what the Trust is striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. Appreciating the role of others, their impact on you and your impact on them.	A/I/R
5.7	<b>Developing self and others:</b> Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the Trust.	A/I/R
5.8	<b>Working with people:</b> Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.	A/I/R
5.9	<b>Achieving results:</b> Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.	A/I/R

**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), **DBS** Disclosure and Barring Service Check. This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.