



## **JOB DESCRIPTION & PERSON SPECIFICATION**

**Role:** Learning Resource Centre (LRC) Manager

**Scale:** 5

**Responsible to:** Services Manager/Assistant Headteacher

### **JOB DESCRIPTION**

#### **Main Purpose of the Job:**

1. To manage the school library, and associated budgets.
2. To manage the LRC learning environment.
3. To support our students by promoting the enjoyment of, and excitement about, reading.
4. To provide the opportunity for students to work on independent learning after the regular school day.
5. To manage and provide the school's reprographics service.
6. To line manage any LRC staff, including apprentices.

#### **Main Responsibilities of the Job:**

##### **LIBRARY**

1. Develop and promote the role of the library across the school.
2. Ensure that the library remains attractive and accessible to all, including using displays and publicity materials.
3. Manage the school library including appropriate books, magazines, papers, documents, media, equipment and e-resources.
4. To regularly audit and update stock in order to provide curriculum areas with the library resources they need.
5. Works with Creative Learning Services to ensure that the library stock is kept up-to-date and in good condition.
6. To ensure that the inventory and index systems are accurate and up-to-date.
7. Have responsibility for retrieving overdue books and materials.
8. Manages all library budgets; makes day-to-day and strategic decisions regarding the resourcing of the school library.
9. To regularly update the Careers section of the library, and provide careers and destination resources to meet the needs of staff and students.

##### **LEARNING ENVIRONMENT**

1. To provide a stimulating learning environment that teachers can use with their classes.
2. To ensure that library areas are prepared and suitable for teaching sessions and other activities.
3. To ensure that the school behaviour expectations are consistently applied in the library, and that the whole-school culture is reflected.
4. To provide supervision of students in the library.
5. Organise a booking system for the library and learning environment.

### **READING CHAMPION**

1. Organise and promote school reading events that engender a love of reading.
2. Effectively plan with teaching colleagues interventions to address gaps in students' reading breadth and ability.
3. Assist with the school's Accelerated Reading programme.

### **EXTRA-CURRICULAR HOURS**

1. Organises and oversees an after-school independent study area, and access to library materials.
2. Organises special promotional events connected to reading.

### **REPROGRAPHICS AND RESOURCE MANAGEMENT**

1. To manage and provide a full reprographics service including, but not limited to, printing, photocopying, booklet creation, test and exam paper preparation, lamination and modification.
2. Manage all reprographics and display budgets; make day-to-day decisions regarding the resourcing of the reprographics department.
3. Maintain stock levels in reprographics and the printing equipment around the school.
4. Checking stock deliveries, and ensuring they are despatched to the correct curriculum areas.

## PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
<ul style="list-style-type: none"> <li>GCSE (or equivalent Level 2 qualifications) in Maths and English.</li> </ul>	✓		App/Doc/Ref
Experience	Essential	Desirable	How assessed
<ul style="list-style-type: none"> <li>Experience of working in a school setting.</li> </ul>		✓	App/Ref/Int
<ul style="list-style-type: none"> <li>Experience of working in a library.</li> </ul>		✓	
<ul style="list-style-type: none"> <li>Experience of using the ECLIPSE library management software</li> </ul>		✓	
Skills, Attributes & Knowledge	Essential	Desirable	How assessed
<ul style="list-style-type: none"> <li>Knowledge of childrens' and young adult literature.</li> </ul>	✓		App/Ref/Int
<ul style="list-style-type: none"> <li>Knowledge and understanding of the secondary curriculum.</li> </ul>		✓	
<ul style="list-style-type: none"> <li>Skills and knowledge to deal with student safety and behaviour.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Ability to set high standards to staff and students by personal example.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Ability to work effectively under pressure.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Ability to prioritise and meet deadlines.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Ability to act quickly and decisively.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Commitment to continued personal development.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Ability to assimilate information quickly and prepare succinct summaries.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Demonstrate a commitment to equal opportunities.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>A willingness to relate to the local community.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Good presentational skills and the ability to communicate effectively to a range of audiences both verbally and in writing.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Good ICT skills.</li> </ul>	✓		

App Application form and letter  
 Doc Documentation  
 Ref References  
 Int Interview