

LEARNING RESOURCE MANAGER – PERSON SPECIFICATION

SALARY: GR4A £25,951 - £27,668 pro rata. Actual salary £22,690 - £24,191
36.5 hours per week Term time only

Hours of work: 8.00 am - 4.00 pm Monday to Thursday;
8.00 am - 3.00 pm Friday (with a 30 minute lunch break)

	ESSENTIAL	DESIRABLE
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none">• Knowledge and experience of managing a library/learning resource centre in an educational institution• Knowledge and experience of reading schemes• Current knowledge of children's/young adult literature• Experience of working with individual children/young people and groups, in a secondary school• Knowledge and experience of using IT applications including Microsoft Word, Excel, internet, email and Library Systems	<ul style="list-style-type: none">• Experience of the Accelerated Reader scheme
SKILLS/ABILITIES	<ul style="list-style-type: none">• Excellent verbal and written communication skills• Ability to communicate effectively with children from a range of different backgrounds• Ability to work effectively with challenging children• Ability to develop and maintain effective working relationships with colleagues, parents, governors, community members and other stakeholders• Excellent IT skills• Excellent organisational and time management skills• Adaptable, flexible and able to work with minimum supervision• Ability to work effectively as part of a team• Ability to remain calm under pressure• Ability to work to tight deadlines• Ability to cope with/manage change• Demonstrate suitability to work with children including motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline	
QUALIFICATIONS	<ul style="list-style-type: none">• 5 GCSEs Grade A* - C or equivalent incl. English and Maths• Degree or equivalent	<ul style="list-style-type: none">• Recognised professional qualification for Librarianship/Information Management• Chartered member of CILIP

Bartley Green School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share its commitment. Our mission is that all children achieve.

The successful applicant will require an enhanced disclosure from the Disclosure and Barring Service.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

Bartley Green School positively welcomes applications from everyone and values diversity in our workforce.

	ESSENTIAL	DESIRABLE
APTITUDES	<ul style="list-style-type: none"> • Awareness of and commitment to safeguarding and promoting the welfare of children and young people • Awareness of and commitment to equal opportunities • Optimistic and positive attitude • Commitment to the highest standards • Flexible approach • Generosity with personal time and effort. • Willingness to undertake appropriate professional development 	
CONTRA-INDICATIONS	<ul style="list-style-type: none"> • Difficulties in relationships with colleagues or other agencies • Inability to work under pressure • Poor attendance or punctuality • Criminal convictions involving offences against children 	

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