Job Description

Post Title: Media Resources Manager

Grade: £29,424 - £31,140 per annum (full time equivalent)
                         £25,392.91 - £26,873.82 per annum (part time actual)
                         Term time only plus 2 weeks

Working Pattern   Monday – Thursday: 08:10 – 16:10
                         Friday: 08:10 – 15:10

Responsible to: Finance Director

Job Purpose

- Responsible for planning, organisation, management, promotion and development of media/learning resources to support learning and teaching activities of the Academy and all other aspects of the Academy Development Plan.

- Responsible for uploading new and or revised material to, and maintaining the content of, the Academy's website.

- To be the first point of contact for all media resources matters and to direct the day to day work of the administrative assistant (media resources) who works as member of the wider administrative team within the Academy.

Duties and Responsibilities

To undertake the following with minimal supervision:

- Formulate policy for the provision and effective use of media/learning resources services and facilities as part of the Academy Development Plan in consultation with the Executive Principal, Principal, governors and other members of staff.

- Work closely with the librarian to provide a comprehensive learning resource centre.

- Design produce and evaluate learning materials to support the curriculum.

- Manage the media resources department on a day-to-day basis, including contact with teaching.

- Control, monitor and administer the media resources department budget.

- Be responsible for the selection, acquisition and purchase of media resources and equipment to meet the frequently changing needs of the curriculum and the needs of staff and pupils.

- Monitor and evaluate the use of media resources including the provision of annual reports and statistics, designing and implementing for statistical analysis, conducting statistical analyses of pupils/staff use, the effectiveness of policies and stock records.

- Ensure the provision of appropriate security measures for the department and monitor their effectiveness.

- Develop the use of ICT, liaising with the head of IT where appropriate, to facilitate learning resources in support of the curriculum.

- Responsible for the acquisition, maintenance and repair of appropriate hardware and software, including liaison with agencies, where appropriate.

- Advise and train staff and pupils in the creation, utilisation and development of learning resources in a formal and informal context.

- Promote and support Academy based INSET.

- Lead staff in the development of media based activities to support all areas of the curriculum and the Academy Development Plan.

- Play a creative role in co-ordinating whole Academy projects to promote learning across the curriculum.

- Play a creative role in, and work in partnership with the Executive Principal, Principal, HR Director and Finance Director, to ensure the timely maintenance, and uploading of agreed material to, the Academy's website.

- Promote equality of opportunity in all aspects of the media resources service within the agreed policy of the Academy.

- Make effective provision for classes, groups and individuals to make optimum use of the resource facilities.

- Carry out such other duties within the competence of the post holder which may be required, reasonably, from time to time as directed by the Senior Leadership Team.

Additional Responsibilities

- Duties may vary from time to time without changing the general character of the position or the level of the responsibility entailed.

- At all times the post holder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy

- Uphold the policies of the Academy ensuring, for example, that the Academy's Behaviour and Discipline policy, so that good order and discipline are maintained.

- Demonstrate high levels of professionalism in the accurate completion of the managerial, specialist and administration needs of the role, meeting all deadlines.

- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy.

- Participate in staff training and development.

- Attend team and staff meetings.

Key Organisational Objectives

The post holder will contribute to the Academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.

- Ensuring compliance with Data Protection legislation.

- The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.

- At all times operating within the school's Equalities policies demonstrating commitment and contribution to improving standards of attainment.

- Adopting customer care and quality assurance initiatives.

- Fulfilling the role of mentor if required.

- Contributing to the maintenance of a caring and stimulating environment for young people.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Support Role appointments at COLAI are subject to an enhanced Disclosure and Barring Service check, two satisfactory references and medical clearance.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

Date of issue:

Signature of Post holder:

Signature of Principal:

Person Specification

Job Title: Media Resources Manager

	Essential	Desirable
Qualifications		
5 GCSE A-C (or equivalent) including English Language and Mathematics	▢	
Level 2 (or experiential equivalent) ICT User qualification	▢	
Graduate (or experiential equivalent)		▢
Experience		
Between 2 and 5 years of experience in a broadly comparable or media resources role	▢	
Experience of using, setting up, maintaining and developing administrative systems		
Experience of creating standard and bespoke reports from a proprietary computer based database product	▢	
Experience of creating professionally presented reports using proprietary computer based Word Processing and or Presentation and or Desk Top Publishing and or Spreadsheet software products	▢	
Experience of maintaining accurate records (both computer and paper)	▢	
Experience of using high volume reprographics equipment (scan, print, collate, re-size)	▢	
Experience of co-ordinating service engineers for equipment management and maintenance		
Experience of using a website content management system	▢	
Experience of working with a wide range of content (narrative, tables, graphs, images), document formats (e.g. .doc, .rtf, PDF etc.) image formats (e.g. .gif. JPEG, BMP etc.).	▢	
Experience of working within a school		▢
Skills		
Well-developed work flow planning, management, monitoring, review and improvement skills.	▢	
Competent operator of high volume reprographics equipment (scan, print, collate, re-size)	▢	
Competent user of at least one proprietary computer based office software email product	▢	
Competent user of Microsoft Outlook		▢

Competent user of at least one proprietary computer based office software internet browser and search engine	□	
Competent user of Internet Explorer and/or Chrome and Google		□
Competent user of a website content management system.		□
Proven track record of attention to detail and accuracy	□	
Competent user of at least one proprietary computer based office Word Processing email product	□	
Competent user of Microsoft Word		□
Advanced administrative skills	□	
Strong problem solving skills (especially in relating to document formatting/production)	□	
Well-developed personal organisational and time management skills including the ability to prioritise own workload	□	
Able to work with minimal supervision and to use initiative	□	
Well-developed written and verbal communication skills	□	
Ability to maintain quality of work and professional demeanour under pressure while maintaining a positive, professional attitude	□	
Able to communicate effectively and tactfully with a wide range of people	□	
Ability to develop good relations with staff and pupils and the wider school community	□	
Other		
A genuine interest in making the best use, and harnessing the potential of technology, for media resources.	□	