



JOB DESCRIPTION
RESOURCE CENTRE MANAGER
(Maternity Leave Cover)

THE SCHOOL

RMS is a leading independent girls' day/boarding school with 930+ pupils aged 2 to 18 and over 300 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website www.rmsforgirls.org.uk for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to work to their potential and beyond.

THE ROLE

The Resource Centre Manager is responsible for the management, development and promotion of the School Resource Centre to ensure that all pupils and staff have ready access to as broad and relevant a range of reading matter, reference materials, research tools and information services as possible, in order to support teaching and learning throughout the school, facilitate personally significant learning and encourage reading for pleasure. The Resource Centre is located at the heart of the School site and has a collection of more than 16,000 books stored on two floors.

LINE MANAGER: Senior Deputy Head, Academic

JOB PURPOSE: To be responsible for the daily operation of the Senior School Resource Centre.

OBJECTIVES

- To be solely responsible for the promotion of the Resource Centre and its development within the auspices of the School.
- To liaise with subject teachers about how the Resource Centre can support their subject areas and to offer support and guidance to pupils using related material.
- To promote the use of as wide a range of resources as possible to support curriculum areas and actively to seek feedback about existing stock and suggestions for its development.

KEY AREAS OF RESPONSIBILITY

- A.** To be responsible for the general management and operation of the Resource Centre.
- B.** To be responsible for the selection, purchasing and accessioning of all Resource Centre stock, in close liaison with HODs.
- C.** To be available to help pupils in locating material (fiction and non-fiction) and to give guidance about where further material might be obtained.

KEY TASKS

- A. To be responsible for the general management and operation of the Resource Centre.**
 - A1** To be solely responsible for the care and repair of existing stock, and the removal of old or excessively damaged stock.
 - A2** To be responsible for reporting any defects in the fabric of the building and its furniture, fittings and equipment. The Resource Centre is a self-contained building comprising of a two-storeyed, galleried library with multi-media facilities, and lecture theatre, offices and display areas.

- A3 To co-ordinate rotas of after hours staff on supervision duties.
- A4 To liaise with all parties interested in using the facilities of the Resource Centre: classroom teachers, visiting speakers, performing arts groups, debating societies, concerts, book fairs etc.
- B. To be responsible for the selection, purchasing and accessioning of all Resource Centre stock, in conjunction with HODs**
- B1 To promote reading for enjoyment (as well as benefiting general education) by active involvement in children's literature and by running junior reading clubs.
- B2 To be responsible for ensuring that the Resource Centre computer system is operating effectively in conjunction with the Network Manager.
- C. To be available to help pupils in locating material (fiction and non-fiction) and to give guidance about where further material might be obtained.**
- C1 To be responsible for the development and teaching of a programme of pupil training in using resources.
- C2 To be responsible for training pupils in using the self-help system in a responsible and efficient manner.
- C3 To maintain a happy medium between a working library and an area where pupils experience a pleasant atmosphere conducive to selecting reading material, reading and discussing it.
- C4 To work closely with HoDs in promoting independent learning and supporting subject teaching.
- C5 To ensure that any misuse of the Resource Centre is dealt with and strategies developed to prevent its recurrence, wherever possible.

PERSON PROFILE

The holder of this post will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the School community

PERSON SPECIFICATION

Experience and skills required:

- GCSE grade B or above in English and maths, or equivalent
- Good IT skills - experienced at using Microsoft Office and the ability to maintain databases and records
- Excellent written and verbal communication skills
- Ability to work with a wide range of materials, including books, journals, DVD's etc.
- Flexibility, enthusiasm and a willingness to undertake a complex variety of tasks
- Ability to prioritise tasks and solve routine problems
- The ability to be proactive and work both independently and collaboratively to meet the workload needs
- To work with a high level of professionalism and integrity, at all times understanding the need for confidentiality and discretion.
- Strong interpersonal skills with the ability to liaise with a wide range of pupils, parents, staff and visitors.
- Self-motivated, with the ability to work independently as well as part of a team
- Strong organisation and time management skills with the ability to work under pressure and prioritise as necessary

- The skills and ability to review and change existing systems and processes.
- Openness to new ideas and practices, adaptable with a positive 'can do' attitude
- A supportive understanding of the ethos of independent education, with a commitment to the school and its success.
- Commitment to the school's policy on, and promotion of Equality and Diversity
- Commitment to child protection and the promotion of a safe environment for children and young people to learn in.

Desirable Criteria

- Experience of working in an educational and/or book related environment (e.g. publishing, library, marketing) would be advantageous.
- Previous experience of iSAMs (School Management Information System).
- Holds a professional qualification accredited by the Chartered Institute of Library and Information Professionals (CILIP)

TERMS OF EMPLOYMENT

The terms of employment include:

- Maternity Leave Cover at the RMS is a 6 month fixed contract which may be extended on a rolling monthly basis, until the Staff Member returns.
- 32 hours per week excluding unpaid lunchbreaks, working 3.5 days per week, term time only. Working pattern and hours are negotiable. There is an opportunity to undertake additional internal responsibilities if requested.
- Salary on RMS support staff scales S40 (£23,680) to S50 (£27,212), depending upon experience and qualifications
- Access to the RMS Staff Pension Scheme
- Free lunches when the School's catering facilities are open
- Preferential gym membership

DISCLOSURE AND BARRING SERVICE

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post shall be subject to the receipt of overseas criminal records check (where appropriate) and will require an Enhanced Disclosure Certificate (with barred list) from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

Revision of Job Description

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.