

JACK HUNT SCHOOL

Hard work Integrity Kindness



Bradwell Road, Peterborough, PE3 9PY email: info@jhs.pkat.co.uk web: www.jackhunt.net tel: 01733 263526

LIBRARY RESOURCE CENTRE ASSISTANT

We require an experienced Library Assistant to support our library and resource centre. Working collaboratively with our English and SEN departments, you will support our students with literacy and inspire them to read.

The role involves working with individual students and groups of students to develop literacy and realise student potential. Promoting and cultivating a love of reading across the whole school community.

The appointment is part-time (37 hours), 39 weeks per year.

Salary will be paid at NJC SCP Grade 4 Point 3 - 5 (starting point 3) equating to an actual salary of £19,475 - £20,128 per annum.

Salary may be negotiable for an exceptional candidate.

Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.

The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students we look forward to hearing from you.

The Governing Body of Jack Hunt School is committed to safeguarding and promoting the welfare of children and young people.

**Application form and further details available on the Trust website:
www.PKAT.co.uk/vacancies**

Closing date: Monday 15th January 2024 at 9.00 am



PETERBOROUGH KEYS
ACADEMIES TRUST

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Welcome Letter from the Headteacher

December 2023

Dear Applicant

Application for post of Library Resource Centre Assistant

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Thank you for your interest in this exciting role. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care. At Jack Hunt School we have a strong ethos centered on the belief that every student has the right to a first-class education, and we consistently promote high expectations for all our students.

Jack Hunt School is a vibrant place of learning, underpinned by expert teaching of a challenging and broad curriculum. We provide high levels of pastoral care and support via our fantastic House system, as well as a comprehensive PSHE programme. We believe that for students to thrive, they need to be happy, safe and receive high levels of support.

We think that enrichment opportunities are important for all students, and our offer in this area is extensive. We believe in high standards of behavior and conduct, and our school is a happy and calm place to learn where positive relationships flourish. We are a diverse and inclusive school, and we are committed to comprehensive education.

Academic success is very important to us, and we have a strong track record. Our students achieve well and many progress into our successful and flourishing Sixth Form. Our students have strong destinations after leaving Jack Hunt School. However, academic success is only part of our purpose. We also provide excellence in music, drama, sport, and the arts and we value all practical and creative pursuits. We also develop the qualities that are important in any young person such as self-reliance, courtesy, respect, initiative, and determination.

We are an outward facing school. We are proud to belong to Peterborough Keys Academy Trust, and this gives us the opportunity to collaborate with other schools. We also work with an extensive network of education providers, businesses, and charities within Peterborough and beyond. These networks allow us to offer our students a rich blend of opportunities.

If you think that this post at Jack Hunt School could be for you, we would love to receive your application.

Yours sincerely

Jon Hebblethwaite,
Headteacher



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JOB DESCRIPTION

The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post:	Library Resource Centre Assistant
Pay Scale:	NJC Grade 4 (points 3 to 5) Negotiable for an exceptional candidate
Hours:	37 hours per week, 39 weeks per year
Accountable to:	Library Lead
Date reviewed:	July 2023

The Jack Hunt Library Resource Centre includes the library, an IT suite, a teaching space and quiet study areas.

Main Job Purpose:

To provide effective and efficient assistance in the operation of the Library Resource Centre. To work under the direction of the Library Lead as required.

Main Duties:

Library Resource Centre

Working with students

- Maintain a productive atmosphere conducive to study and learning in the Learning Resource Centre, including ensuring behaviour standards are met.
- Assisting with student enquiries.
- Assist individual students with selecting books that match their level of literacy and areas of interest.
- Provide Library and Learning Resource Centre introduction lessons so that students are given foundations for effective study skills.
- Deliver small group literacy study sessions with students identified with a gap in their literacy knowledge.

Maintenance of the library

- Prepare stock in line with library expectations.
- Shelve books and other resources into the correct area.
- Maintain the order of resources on the shelves.
- Maintain the high standards of appearance of the library.
- Advise on ordering of stationery required for library operations.

Staffing of library

- Occupy and operate the library front desk.
- Oversee the effective deployment of student librarians.

Resource Support

- An element of Reprographics work on specific days to support with the preparations of resources for teachers.

Miscellaneous

- Operate the Library Management System.
- Support the Library Lead with clerical and administrative tasks as required.

Other

- Participate in the school support staff appraisal scheme and in training courses as and when necessary.
- Undertake other reasonable duties which may from time to time be required under the direction of the Library Lead.

This job description will be reviewed periodically.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

APPOINTMENT OF LIBRARY RESOURCE CENTRE/ REPROGRAPHICS ASSISTANT

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Post

We require an experienced Library Assistant to support our library and resource centre. Working collaboratively with our English and SEN departments, you will support our students with literacy and inspire them to read.

The successful applicant will be working in an extremely busy Library Resources Centre which is heavily used by students and staff.

Person Specification

Applicants will be judged against the following criteria:-

Essential

- The confidence to deal with challenging student behaviour when required.
- A team player with a friendly manner.
- An ability to relate well to students of all ages and staff.
- An enquiring mind with an enjoyment of learning.
- An ability to deal with periods of high pressure.
- A willingness to be flexible with working hours and tasks on occasions as priorities change.
- An eye for quality and consistent high standards with tasks which can be repetitive.
- An ability to work independently and use own initiative.
- Keyboard skills and some ICT awareness, in particular Microsoft Office.
- A high regard for confidentiality.

Desirable

- Experience and/or qualification in library work.
- Experience of customer service within a busy environment.
- Experience of working with children/secondary schools.
- An awareness that there will be some physical aspects to the job, such as pushing trolleys, shelving books and moving boxes.

You are invited to demonstrate how you fulfil these skills and qualities in your application.

Pay and Conditions of Service

The appointment is term time only, 39 weeks, 37 hours per week
(Monday – Thursday 8.15 am – 4.15 pm with a 30 minute unpaid break.
Friday 8.15 am – 3.45 pm with a 30 minute unpaid break.)

Salary is paid at NJC SCP 3 - 5, equating to an actual salary of £19,475 - £20,128 per annum. (Starting at point 3)

If appointed, you will automatically be enrolled to the Local Government Pension Scheme unless you chose to opt out.

Your conditions of service will be those agreed nationally for Local Government Employees. The Governors of the school fully recognise appropriate Trade Unions and a mechanism is in place for consultation with union representatives whenever necessary.

If you are appointed to the post, it will be on the understanding that you are prepared, to undergo an Enhanced DBS (Disclosing Barring Services) check and if necessary, a medical examination.

The school has an appraisal system for its employees.

Application Procedure

To apply you will need to go the Careers Page on our school website [Peterborough Keys Academies Trust - Staff Vacancies \(pkat.co.uk\)](https://www.pkat.co.uk) and click on the relevant post and then click on apply now button. As part of the application, you are invited to demonstrate how you fulfil some of the criteria listed in the person specific information listed above.

The closing date for the post is **Monday 15th January 2024 at 9.00 am.**

Thank you in advance for your application. If you have had no response by Friday 26th January 2024 please assume that on this occasion your application has not been successful. **We are unable to reply to all candidates who apply for positions in the school to inform them that they have not been shortlisted.** However, we hope you will obtain a suitable appointment in the very near future.