



ST GREGORY'S CATHOLIC SCIENCE COLLEGE

CANDIDATE INFORMATION PACK

Role: Librarian/Learning Resources Manager

Pay Scale: £31,000 per annum (full time role)

Closing Date: 12 noon on Monday 27th January 2025

Start Date: As soon as possible

We reserve the right to close this vacancy at any time so early applications are encouraged.



A Welcome from the Headteacher

Thank you for your interest in a role at St Gregory's Catholic Science College, part of the All Saints' Trust.

Every St Gregory's student is treated as an individual and we have the highest expectations for them. Our mission statement is "Pro Deo, For God the Best and the Greatest" and our hardworking and committed staff ensure that pupils develop in their faith, increase their knowledge, skills, confidence and resilience so that, when they leave us, they have the very best life chances.

I believe that St Gregory's is a very special to work with a collaborative and supportive culture. Every department works hard towards delivering their objectives but middle leaders will always make time to support colleagues, share skills and knowledge and the whole school comes together for major events.

I look forward to welcoming you to our school community.

Mrs Madeleine Moran

Headteacher

Why Work At St Gregory's?

- Regular social events
- The opportunity to support educational visits
- Access to Educational Support
- A long weekend in November
- Excellent CPD opportunities
- Visible SLT in a Lead Behaviour Hub school

JOB DESCRIPTION

Job Title: School Librarian/Learning Resources Manager

Line Manager: Assistant Headteacher

Salary: £31,000 (full time role)

Key Responsibilities:

We require an enthusiastic, self-motivated Librarian/Learning Resources Manager for our recently refurbished School Library which serves as a vibrant hub for learning, creativity and collaboration. A library qualification (degree or post-graduate diploma), knowledge of Softlink's Oliver LMS v5 and a number of years relevant School Library experience are all advantages but not essential. Ideally the successful applicant should have experience working with the 11-18 age group and have good ICT skills.

The successful candidate will need to manage, maintain and promote the school's e-library platform. We would like to hear from caring and motivated individuals who have excellent communication and organisational skills and who are committed to fostering a love for reading and research amongst our students. The role requires active engagement with students, supervision and ensuring a supportive environment where students can thrive both academically and personally.

We seek applications from individuals who are not only knowledgeable about current library trends but also possesses the interpersonal skills necessary to connect with and motivate our students. If you would like to make a meaningful impact in a dynamic school setting, we would encourage you to apply for this extremely rewarding position.



PERSON SPECIFICATION

- Qualified Librarian
- Ideally a minimum 3 years experience as librarian, preferably within a senior school environment
- The ability to manage and disseminate information in a range of different media
- A knowledge of the current education framework
- Strong communication skills
- Strategic planning skills
- Financial management skills for management of library budget
- A full range of ICT skills
- Behaviour management skills
- Learning support skills (desirable but not essential)

How to Apply

Thank you for your interest in working with us at St Gregory's. We encourage you to apply as soon as possible as we reserve the right to interview applicants prior to the advertised closing date. Please note that we only accept applications submitted on our application form (CVs are not accepted). We look forward to receiving your application; our support staff application forms can be found [here](#) or email the Headteacher's PA, Ms Catherine Meah, on cmeah2.304@lgflmail.org for the application pack. Interested candidates who wish to visit the school are invited to book appointments via Ms Meah.

Safeguarding Notice

Effective safeguarding, data protection and promoting the welfare of pupils is our utmost priority. Shortlisted candidates will be subject to online searches in line with the latest Keeping Children Safe in Education guidance. References will be sought and the successful candidate will be required to undertake an enhanced DBS check. A respect for the Catholic ethos of the school is essential.