



Warlingham School  
& Sixth Form College

## Learning Resource Centre Co-ordinator

36 hours per week, 41 weeks  
(term time plus 2 weeks)

TLT6 from £25,230 per annum  
(£27,897 FTE)

Warlingham School & Sixth Form College  
is part of Tandridge Learning Trust.

Tandridge  
Learning Trust

Excellent Teaching  
Inspiring Leadership  
Innovative Training

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*Tandridge Learning 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 successful candidate will be subject to safer recruitment checks, including an enhanced DBS check.*

*As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.*



# WELCOME

Dear Candidate



Thank you for enquiring about this post.

This information pack has been designed to give you, a potential applicant, essential information about our vacancy, school and trust, so you can decide if this should be the next step in your career.

“Wide Horizons, High Aspirations” is our school motto and this underpins our whole school philosophy. We are a school community which does not stand still. Whilst our expectations of academic performance are high, of equal importance are that students enjoy the experience of coming to Warlingham School & Sixth Form College and have opportunities which enable them to develop into young men and women who will contribute positively to society.

Our students tell us they consider this a place where they are challenged by the work, where they are supported by the staff and fellow students and where achievement is part of the everyday vocabulary. We have high expectations in terms of learning, behaviour and attendance which leads to excellent academic progress. We provide an environment that excites, motivates and challenges our students to place no ceiling on achievement and to develop an interest in the world around them. Our ambition is for students to leave Warlingham as successful, confident young people ready to face all of life’s challenges and make a positive contribution to society. We measure our success by meeting the needs of all our students in this truly comprehensive school and believe everyone has a role to play in achieving this aim.

Should you decide this is not the school for you then we thank you for the interest you have shown; however, if this ethos aligns with yours, then I hope you will apply to join our team, support our drive to become outstanding and I look forward to receiving your application. We hope that this pack provides sufficient information to encourage you to take your application to the next stage.

Do telephone or email, if you wish to discuss any aspect of the post.

We look forward to hearing from you.

*Paul Foster*

**Paul Foster**  
Headteacher



# JOB ADVERTISEMENT

An exciting opportunity has arisen for an enthusiastic librarian to manage our busy Learning Resource Centre (LRC) which is the hub of school life at Warlingham. This role represents a great opportunity to work within a stimulating environment to support students and staff with their information needs.

This is a busy workspace where no two days are the same! Students in the 6<sup>th</sup> Form use the space to study independently, and younger students undertake paired reading, learn in groups or catch up on homework. Careers advice and resources are also available and programs promoting positive career choices are held, run by external specialists.

Your role will be to manage the resources in the centre, creating a varied and exciting selection of learning materials to compliment the curriculum as well as encouraging the students to broaden their literacy repertoire. You will need to be creative, have excellent communication skills and be able to foster engagement from all school stakeholders. Experience in a similar environment would also be useful and you must be able to work on your own initiative to actively develop the centre. In addition, you may be asked to supervise students during their study time, so the ability to build rapport with young people is useful.

This is a rewarding role, where you can really make a difference! You will be joining a forward-thinking Trust and enjoy our many staff benefits which include:-

- Family friendly policies & wellbeing initiatives
- Local Government Pension Scheme
- Employee Assistance Programme
- Lifestyle and Retail Discounts
- Training, development and learning opportunities
- Staff sports and social events

Please read the enclosed job description and person specification and do not hesitate to contact us if you have any queries. We look forward to receiving your application.

## CLOSING DATE: 10am, 12th March 2024

*Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.*

*This post is exempt from the Rehabilitation of Offenders Act 1974, subject to the filtering rules which 'protect' certain spent convictions and cautions from disclosure*



# JOB DESCRIPTION

<b>Job Title</b>	<b>LRC Co-ordinator</b>
<b>Phase</b>	<b>Secondary</b>
<b>Accountable To</b>	<b>Assistant Headteacher</b>
<b>Responsible For</b>	<b>LRC Co-ordinator</b>
<b>Grade / Scale / TLR</b>	<b>TLT6</b>
<b>Date</b>	<b>March 2024</b>

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Trust reserves the right to review and amend the job families on a regular basis.

## Job Purpose

To play a key role in shaping and developing the extended learning provision and literacy support provided by the LRC team. Purchase and organise the school book collection and other resources to ensure that the curriculum and other departmental/student needs are met.

## Key Outputs

- Supervise and support the use of the LRC by students and staff, including making sure all equipment and resources are available and up to date.
- Develop, purchase and organise the school book collection and other LRC resources to ensure that the needs of all departments are met and are appropriate to the needs of the full age and ability range of students.
- Support the improvement of literacy throughout school, supporting current schemes and maximising opportunities to develop the resources



# JOB DESCRIPTION

- Support students with individual study needs as required and to support the supervised study programme.
- Ensure the provision of twilight and school holiday study facilities for students and community activities are available and effectively resourced
- In conjunction with ICT staff, ensure the publication of learning resources and relevant information on the school website and other on-line platforms for maximum access.
- Provide guidance for students in the effective use of all learning resources
- Ensure the LRC is a space conducive to effective learning
- Maintain records and analyse LRC use, developing opportunities for growth
- Create and promote a variety of accessible events to support the use of the facility and to encourage excitement and interest for all.
- Support the work of the school careers lead as required.
- Assist with extended learning provision, and related administration

## Representative Accountabilities

### Support & Delivery

- A flexible, calm and professional approach are required to carry out the role effectively
- Appropriate interpersonal skills to foster a positive learning environment
- Adhere to and actively support school policies

### Analysis, Reporting & Documentation

- Provide and manipulate data for statistical purposes and run and present standard reports.
- Prepare and despatch a range of correspondence/documents to facilitate efficient response to enquires and timely conclusion of any process connected with the defined area of activity .

### Customer Service & Support

- Deliver a range of administrative and/or customer/consultancy services in support of existing systems or processes to agreed standards, to maximise service quality and continuity.
- Receive and respond to everyday enquires from colleagues and customers to provide a timely, courteous and effective service.



# JOB DESCRIPTION

## Planning & Organising

- Support a group of senior staff/service team, ensuring confidentiality, and assisting in the effective organisation of internal/external meetings and activities to support a high standard of office organisation.
- Plan and prioritise own week –to-week work activities , to ensure operational efficiency . Refer to more senior colleagues for prioritisation of non-standard work.

## Finance/Resource Management

- Follow established ordering procedures to ensure adequate resources are available.

## Work with others

- Maintain a network of contacts, knowing who to liaise with on key issues to report on and resolve issues.
- Communicate and liaise with service users and/or external contacts, usually through established routine connections as own section of work requires.

## People Management

- Guide junior staff in duties to facilitate their development and ensure routines observed.

## Duties for all

All support staff are expected to undertake other reasonable duties in support of and to contribute to the smooth operations of our schools. For example, this may include attending open evenings, exam invigilation, schools trips, first aid etc.

Values: To uphold the values and behaviours of the organisation.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. The Core National Standards for

Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations and qualifications. Contribute to and influence children's leaning and personal development.

To have regard to and comply with safeguarding policy and procedure as appropriate.



# JOB DESCRIPTION

## Safeguarding

- All staff have a responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection Policy

## Role Summary

Roles at this level provide a business support service as part of a specific service or service team. They will carry out a range of administrative tasks using knowledge of general office routines and procedures, together with a broad understanding of the department and how the tasks directly support the service or service team. The work is within established processes and procedures and while it may not be subject to direct supervision, guidance is readily available. They will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day or week-to-week timescales, usually reacting to clear deadlines or processes. They support more senior staff by executing the detailed processes in specific aspects of business, financial, communication, facilities and/or HR administration and will be fully versed in all procedures of their specialism. They may be involved in guiding the work of more junior staff. For some roles, customer service may be the predominant feature, e.g. dealing with a variety of clients in relation to a department's activities. Other may support a group of more senior staff with some of the more routine duties and ensure matters are dealt with appropriately when they are out of the office.



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> <li>• Minimum 5 GCSE's at grade 4 or above, or equivalent, or able to evidence ability at an equivalent level.</li> <li>• Relevant management, communication, business administration or other appropriate qualification or experience.</li> <li>• Budget monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a library.</li> <li>• Experience of working in a school or further education establishment and engaging with children and young people.</li> <li>• Experience of using computerised library databases/systems</li> <li>• First Aider.</li> </ul>
UNDERSTANDING & KNOWLEDGE	<ul style="list-style-type: none"> <li>• Competent in a range of IT tools.</li> <li>• Familiar with one or more of the specific process used in the relevant discipline.</li> <li>• Experience of maintaining business processes and systems</li> <li>• Interest in children's literature</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of library practices and procedures</li> <li>• Knowledge of online reference and support material for all key stages.</li> <li>•</li> </ul>
SKILLS & APTITUDES	<ul style="list-style-type: none"> <li>• Good written and oral communication skills with the ability to build sound relationships with customers .</li> <li>• Excellent literacy skills</li> <li>• Good administrative /organisational and analytical skills.</li> <li>• Ability to prioritise and plan own workload in the context of conflicting priorities and work on own initiative</li> <li>• A methodical approach to information gathering, recording and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>• Have the creative ability to ensure the LRC is a stimulating environment.</li> <li>• Knowledgeable and enthusiastic about literature.</li> </ul>
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> <li>• Ability to work with others to achieve objectives and improve customer service.</li> <li>• Ability to guide and support less experience or more junior colleagues</li> <li>• Commitment to continuous professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to inspire students and to encourage the use of the LRC facilities</li> <li>• Relevant basic knowledge of First Aid.</li> </ul>
SAFEGUARDING	<ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the Trust's Child Protection &amp; Safeguarding and related policies.</li> </ul>	

# CONTACT DETAILS & HOW TO APPLY

Please complete the Trust's application form and return it electronically together with any supporting documentation requested to [HR@TandridgeLearningTrust.co.uk](mailto:HR@TandridgeLearningTrust.co.uk).

## CLOSING DATE: 10am, 12th March 2024

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.

## Designated Contact for this Vacancy

Name:	Paul Seward
Job Title:	Deputy Head
Phone Number:	01883 624067
Email Address:	P.Seward@WarlinghamTLT.co.uk

*Please note that in accordance with our Safer Recruitment practices, CV's will not be accepted.*

*References will be sought for shortlisted candidates prior to interview, unless a specific request is made to the contrary.*





# Warlingham School & Sixth Form College



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