

We are committed to safeguarding and promoting the welfare of our students. All roles are subject to safeguarding screening appropriate to the post, including checks of past employers and disclosures with the relevant body at an enhanced level. New DBS checks are conducted at regular intervals for current post holders.

Title of Post: Learning Resources Centre Assistant

Date: January 2022

JOB DESCRIPTION

Purpose	Assist the LRC Manager in the ordering, creation, organisation and promotion of learning resources within the Learning Resources Centre in order to support learning (including independent learning), teaching and research activities across the school. The Centre is a key facility in the school's strategies for extended schools and community cohesion and, as such, the LRC Assistant is responsible for encouraging its use by both students and community members. The vision for the LRC is that it is a hub for learning within the school and the wider community.
Responsible for	There are no line management responsibilities within this post.
Reporting to	LRC Manager
Liaising with	All staff, students, parents, Governors, visitors, external bodies and stakeholders.
Scale/Grade	Scale 4
Terms & Conditions	20 hours per week x 40 weeks per annum. Colleagues may be required to work out of hours by negotiation.
Main Duties	<ul style="list-style-type: none"> • Assist with the production of resources, including display and audio visual/ digital resources, ensuring compliance with legal requirements. • Design and produce high quality materials, ensuring that all resources are readily available. • Provide day to day maintenance to the LRC's resources and liaise with the ICT Team as required to ensure 100% availability. • Assist in the design and production of high quality display materials for use in the LRC and the wider school website. • Ensure that all schemes of work and school events are supported in terms of LRC resources and expertise. • Be responsible for ensuring that all relevant school policies are followed. • Assist in the administration of recycling of paper and disposable resources such as cartridges. • Shadow roles : Learning Resources Centre manager • Supervise students within the Centre and act in accordance with the school's Behaviour Policy if students fall below the expected standards.

	<ul style="list-style-type: none"> • Assist in the publicising of the provision in the LRC and be responsive to any requests from staff for materials, events and resources. • Assist with administrating the use of materials to support teaching and learning, for example book boxes, multi media/digital resources. • Help to provide training to students, staff and community users on the effective use of the Learning Resources Centre. • Undertake Health & Safety duties as directed by the School Business Leader to ensure that the school meets its duty of care to all students, staff and visitors to. The post holder will be a member of the school's Critical Incident Support Team and will assist the Headteacher and Leadership team in an emergency. • Help to organise displays by publishers and to support school events or topics. • Liaise with staff within the school and other local schools and libraries, museums and local authors. • Assist in the development of digital provision in Hornsey School for Girls so that students and parents/carers can access materials easily/ remotely including any relevant digital packages . • Be responsible for ensuring that all relevant school policies are followed. • Undertake any other reasonable request from line managers of senior staff
Other Specific Duties	<ul style="list-style-type: none"> • Assist in the supervision of students as required, for example in exams, school trips and at break times. • Provide and deploy additional support across all operational departments as required. • The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.

Excellence is expected by all in the school's community where a dynamic and challenging learning environment helps to realise the ambitions of all and continues to ensure exam results are above the national average. The school is committed to preparing students to be responsible, articulate and intellectually curious about the world they live in with confidence. Supporting a creative approach to teaching and learning is established and expected by all.

It is expected that the post holder will carry out her/his responsibilities within this philosophy. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

This role is subject to an enhanced DBS check.

Title of Post: Learning Resources Centre Assistant

PERSON SPECIFICATION

Skills & Aptitudes	<ul style="list-style-type: none">• High level IT skills are required for this role. (Training will be provided for specialist software.)• High level competence with digital packages and portals• Good interpersonal skills and the ability to relate positively with young people.• Ability to work on own initiative.• Outstanding communication skills (oral and written)• High level administrative and organisational skills.
Qualifications & Experience	<ul style="list-style-type: none">• Minimum Level 2 Grade C qualification or equivalent in English and Maths essential.• Role related Level 3 qualification is desirable• Library or resources management experience is desirable. (Experience of working in a school library is an advantage)• Outstanding record of attendance and punctuality essential.
Qualities	<ul style="list-style-type: none">• High levels of creativity and endeavour.• A self starter who can set and meet deadlines.• A problem solver committed to continues development.• Approachable, flexible and able to prioritise.

JD and person spec prepared by	
Date	
Signed (SBM)	
Date	
Signed (Employee)	
Date	