



THE
MARIST
SCHOOL
ASCOT

The Marist School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Title of Role: Learning Resources Centre (LRC) Manager

Reporting to: Deputy Head

Purpose of Role: The LRC Manager will create and develop a supportive and effective facility for all members of the school community which will foster a love of reading and enhance life-long learning.

Status of Role: Part Time, Term Time Only, Permanent

Key Tasks and Accountabilities:

- Promote and foster the enjoyment of reading for pleasure, contributing to the development of reading and writing skills.
- Create and develop a school-wide reading culture through effective promotion of reading programmes, initiative and events
- Provide leadership and collaborative support to teachers on reading engagement
- Ensure the collection provides a wide range of quality reading material, to reflect the diverse needs, ethos and interests of the school community
- Work cooperatively with all teaching and support staff to support the curriculum through appropriate displays/material
- Celebrate key events through innovative displays which are refreshed half termly
- Provide a flexible hub at the heart of the school that supports creativity, collaboration, learning and discussion
- Promote and support the emotional as well as the educational benefits of reading by creating a relaxed, welcoming atmosphere
- To contribute to student and staff wellbeing by supporting and encouraging personal interests, tastes and choices
- To be responsible for the LRC facility – its security, health and safety issues and maintenance – in conjunction with other service or staff where necessary
- To set up systems which ensure that the LRC operates efficiently on a day-to-day basis
- To maintain effective catalogue, classification and circulation systems to support service delivery
- To maintain library management software

Feet on the ground. Reaching for the stars.

- To develop a strategy for supporting information literacy and developing independent learning through the LRC.
- To develop a plan in collaboration with subject staff for the acquisition of online resources
- To input on the IT strategy and how IT resources can be used more effectively in the LRC
- To devise, implement and evaluate the LRC development plan
- To manage the LRC budget

Ad Hoc Tasks

- Any other tasks as may be required by the Principal or Executive Team from time to time in support of the overall activities and smooth running of the School.
- Undertake any additional training considered appropriate for the better performance of the job.

This job description is representative and not necessarily a comprehensive definition of the post. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its scale point.

PERSON SPECIFICATION

		Essential or Desirable
Qualifications and Knowledge	A degree or relevant qualification in library/information management, education, or a related field	Essential
	Strong understanding of library systems, cataloguing, and digital resource management	Essential
	Knowledge of safeguarding, GDPR, and copyright regulations in an educational context	Essential
	Familiarity with school curriculum and reading development strategies	Desirable
Experience	Experience managing or working in a library, ideally within a school or educational setting	Essential
	Supporting students and staff in accessing and using print and digital resources	Essential
	Organising reading initiatives, author visits, or literacy events	Essential
	Experience managing budgets, subscriptions, and procurement of resources	Desirable
	Supervising staff, volunteers, or student librarians	Desirable
Skills and Abilities	Excellent organisational and time management skills	Essential
	Strong ICT skills, including library management systems and digital learning platforms	Essential
	Ability to promote reading for pleasure and academic research skills	Essential
	Confident in delivering training or workshops to students and staff	Essential
	Effective communication and interpersonal skills	Essential
Personal Attributes	Clear commitment to the Schools Catholic ethos and the distinctive characteristics of Marist education	Essential
	Treats people fairly, equitably and with respect to maintain the Catholic ethos and positive working relationships	Essential
	A good sense of humour and the ability to foster positive relationships with staff and parents	Desirable
	Ability to maintain trust and be highly respected by staff	Essential
	Has high expectations and shows a passionate commitment to developing the best in young people, with a relentless focus upon ensuring outstanding attainment and outcomes	Essential
	A creative and imaginative thinker who has the ability to identify innovative solutions to problems	Desirable

Safeguarding and Child Protection

The responsibility of all staff in the School is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact by adhering to and ensuring compliance with the School's Child Protection and Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, staff become aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguard Lead (DSL) or to one of the Deputy DSLs. All Marist staff must have an enhanced DBS disclosure.

Policies

The School's policies and risk assessments, which are found in the central Policies & Risk Assessment Team, are reviewed at least annually and all staff should be familiar with the policies and risk assessments which apply to them and their role.

Health and Safety

In accordance with the provisions of the Health and Safety at Work Act 1974 the School takes its duty to the health and safety of all staff very seriously. It is also the responsibility of all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Appraisal

Staff are part of the school's appraisal scheme and will have agreed objectives for each year of service. Their Line Manager will monitor and review performance.

Professional Development

The School actively supports the continuing professional development of all staff. Staff should also support their own continuous professional development including participating in training and development opportunities identified by the School.

Data Protection

The Marist School processes information about its current, past or prospective staff, applicants, current, past and prospective pupils; and their parents, carers or guardians and others who are defined as data subjects under UK Data Protection law. Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also comply with the school's Data Protection Policy, which also provides information about how personal data about those individuals will be used. The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

Review and Amendment

This job description will be reviewed regularly and may be subject to modification and amendment from time to time, and the post holder may be required to undertake additional duties, as required, by the Principal.