



NEWCASTLE
UNDER
LYME
SCHOOL

Learning Resource Centre Manager

- Contract type: Permanent, Term-time, plus 10 days only
- Salary: FTE £31,000 to £35,000 depending on experience and qualifications
- General hours of work: 9.30am until 5.45pm
- Start Date: 1 September 2026
- Closing Date: Monday 11 May 2026

THE OPPORTUNITY

NULS is Staffordshire's leading Independent School with pupils from 2-18 years, and was crowned UK, Independent School of the Year, 2025, in the national Independent Education Awards. As a highly ambitious school, we wish to build on our successes and are seeking to recruit a skilled and experienced Learning Resource Centre Manager capable of leading our key library and resource facility, as we aim to fulfil our educational goals.

This successful candidate will work at the heart of our teaching and learning community, working closely with teachers and students to foster an ever more inspiring education experience for children at NULS. You will likely have experience of managing a library or resource centre before and see the opportunity presented by the wonderful Library and Resource Centre at NULS to create a progressive, forward looking, very special learning hub for the school.

This successful candidate will have the opportunity to explore their own potential in school, and the role's, engaging with students and departments' curricular and super-curricular work, supporting literacy and in supporting Careers work for students.

HOW TO APPLY

Application forms are available at www.nuls.org.uk/vacancies. An Application Form and a short Letter of Application should be sent to: headmaster@nuls.org.uk. Interviews will be conducted at the School with relevant colleagues. Please note that references may be taken up before the interviews.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Registered charity no. 1124463.

Benefits of working at NULS

There are many benefits to working at Newcastle-under-Lyme School and we are committed to putting the wellbeing of our staff and pupils at the heart of everything we do. We provide staff with the opportunity to join a thriving and vibrant school community set in a beautiful 35-acre campus.

20

DAYS HOLIDAY
PLUS GRANT
DAYS AND BANK
HOLIDAYS



Free

SCHOOL LUNCHES

Pension

SCHEME
MEMBERSHIP



35

ACRE CAMPUS WITH
EXCEPTIONAL
FACILITIES

Fee

DISCOUNT FOR
STAFF



CPD

INVESTMENT IN
PROFESSIONAL
DEVELOPMENT

LIVING IN STAFFORDSHIRE, CHESHIRE AND SHROPSHIRE

Staff and pupils at NULS enjoy living throughout the region, from the countryside and market towns of Staffordshire, such as Eccleshall, Stone and Barlaston, through to the lovely villages and towns of Cheshire such as Betley and Nantwich. North Shropshire is also very popular with families and staff, and for those seeking city life and all that it brings, Manchester, Liverpool, Birmingham and, of course, Stoke-on-Trent are very easily and quickly accessible for shopping, cultural opportunities and so forth. House prices are very reasonable indeed in the region, with transport connections to school from all directions being excellent.

Job Description

KEY RESPONSIBILITIES

- To manage and take professional responsibility for the day to day running of the Senior School Learning Resource Centre services, taking an active role in promoting reading, literacy, research and learning across the entire curriculum;
- To liaise with the Preparatory School on the operation of its own Library to ensure continuity and promote best practice across school;
- To support and develop students' learning, research skills and independent study and to develop a reading culture within the school;
- To ensure the effective use of the library catalogue and the online resources for effective information retrieval and to assist with requests and specific information searches using the full range of library resources;
- To ensure the school's LRC software is appropriate for the fulfilment of the school's aims and educational objectives;
- To share in the corporate responsibility for the education and well-being of all pupils in accord with the school policies;
- To engage holistically with school departments and pupils and to explore the full potential of the LRC Manager role for example, developing departmental projects, supporting departmental teaching, supporting careers work etc;
- To be able to engage on literacy work and development in school to support the English Department's and School's broader goals;
- To assist with super-curricular and co-curricular work in school, such as through reading groups.

KEY TASKS

- Work closely with curriculum areas, especially the English department, to promote whole school literacy and a love of reading and literature amongst our pupils. The department uses Accelerated Reader within its work and support for students;
- Operating proactively to create close working links with all departments to assist with their learning experiences, jointly creating learning activities and events to enthuse pupils;
- Arranging Library and Resource Centre events organising author visits and competitions creatively utilising the adjoining Lecture Theatre;
- Support pupils and staff in using the library resources;
- Support pupils to develop pupils' learning, research and study skills;
- Support and assist with library technology including ICT and photocopiers;
- Oversee the use of books and other library resources, using agreed systems for recording use;

- Be the lead role in promotions, displays and other activities in the Library and Resource Centre;
- Implement planned learning activities for small groups of pupils in the LRC;
- Provide support to staff in supervising small groups of pupils in the library ensuring behaviours are maintained in the absence of a teacher;
- Undertake administration duties as required;
- Be responsible for the organisation of an efficient and effective LRC which supports the Curriculum;
- Be the lead role in promoting the library and its resources, to encourage students to read and learn to improve their learning, regular taking into account student feedback;
- Communicate with staff, suppliers and pupils using the library to provide information, advice and guidance on the use of library resources Liaise with Subject Heads to ensure stock is in line with course curriculum requirements;
- Support with the whole school Futures/Careers programme;
- Network with other school Learning Resource Centre managers;
- Manage the Library Resource Centre budget effectively;
- Order and maintain stock securely as directed;
- Receive and check deliveries;
- Ensure the Learning Resource Centre is an attractive, welcoming and safe learning environment;
- Oversee and manage pupils as they work in the library, during the school day and after-hours, to ensure a purpose environment.

PROFESSIONAL RESPONSIBILITIES

- To attend meetings with teachers and other professionals as required;
- To be familiar with child protection issues and other welfare issues which affect children;
- To take responsibility for one's own personal development and take part in in-service training as required;
- To share good practice.

INFORMATION COMMUNICATION TECHNOLOGY RESPONSIBILITIES

- To assume responsibility for care and security of ICT hardware and software in the LRC;
- To receive appropriate INSET in the relevant use of ICT in the curriculum area;
- To use new software and ICT techniques where it supports learning.

Person Specification

- Educated ideally to degree level or equivalent;
- Highly proficient user of IT;
- Experience of working in an LRC/Library context and the ability to demonstrate impact would be valued;
- An excellent communicator, who is able to initiate and forge excellent working relationships with colleagues;
- Confident in their ability to form excellent relationships with students, and to participate in, contribute to and lead sessions with students;
- Demonstrable evidence of continuous self-development;
- Self-motivated with the drive to develop our LRC provision, following through initiatives and developments to a successful conclusion;
- The ability to constantly reflect and modify work to seek constant improvement and effectiveness;
- Ability to work flexibly, enthusiastically as part of a team and on own initiative;
- Ability to work in detail and ensure high level of accuracy;
- Excellent communication skills with the ability to reach different audiences;
- Ability to establish effective working relationships with colleagues, students and visitors;
- A target driven individual, focussed on ensuring delivery and success;
- The ability and skills to ensure the Library is an attractive and welcoming space for students and to ensure to ensure good order and sound pupil management is achieved to enable the LRC to always provide a purposeful space for student learning;
- The ability to engage with all subject departments regarding learning, but particularly the English Department, as they promote literacy and reading and bring classes to the LRC for reading sessions and so forth;
- The desire and ability to create and manage an LRC which is central to a highly performing and ambitious learning community.