



Beths Grammar School
LEARNING RESOURCE CENTRE MANAGER
Recruitment Pack





Dear Applicant,

Thank you for your interest in this exciting and very important post.

Beths is an academic institution that fosters an ethos in which working hard and wanting to achieve are the norm: where it's cool to be clever and successful. This is as true for the staff as for the students. We are ambitious for the young people in our care and seek to help them secure the very best outcomes of which they are capable. As a selective school, the staff have the privilege of educating intellectually able young people; and the students have the privilege of being in classes in which progress in learning can be rapid, and subjects explored in real depth.

As a school, we are committed to being a world-class learning community that enables all young people to succeed. We aim to create young adults who are forward thinking, confident, motivated, competitive and are highly successful. They understand the purpose of becoming an independent learner and strive to become self-directed and comfortable with the unknown.

Central to everything we do is the culture of high expectation and aspirations. Students are encouraged to develop a love of learning and reading, to think for themselves and to maximise their full potential.

We are looking for an individual with real drive. Someone who is unafraid to tackle difficult issues, who knows what Outstanding looks like, and who, along with the rest of the team, is committed to working tirelessly to achieve it; someone with determination, resilience, humility and a sense of humour.

We are looking for a dynamic and innovative person, who is committed to providing an educational opportunity for all in a world class learning culture, who will support individual endeavour through high expectations, personal growth and development, whilst ensuring that exceptional achievement and excellence are embedded in all aspects of school life, and thus play a pivotal role in shaping the future of Beths Grammar School. The successful candidate will gain a wealth of experience from working across the school receiving support and guidance from the Headteacher and a very experienced Senior Leadership Team.

If you share our passion for students succeeding and our development of the 'whole student' and believe you have the skills to lead and inspire others, we very much look forward to hearing from you. I look forward to reading your application.

With best wishes,

RJBlyghton

Mr R J Blyghton
Headteacher



BACKGROUND

Set in acres of pleasant grounds, Beths Grammar School is located within easy commuting distance of both central London and Kent, offering the advantages of a diverse and forward-thinking community within a haven of green space. The mainline railway station is less than ten minutes' walk away; while for road users, there is a junction on the A2 close by (two of the three school fields run alongside the A2). Many



staff choose to live close to the school, or in neighbouring boroughs, and the borough of Bexley has a wealth of high performing schools and good quality housing stock at competitive prices.

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While Beths is a traditional grammar school, it is geared for the twenty-first century. ICT is widely used and both students and staff are provided with their own electronic devices. We offer a broad and balanced curriculum that not only enables all boys to take the EBacc, but also encourages them to study subjects such as music, drama and art. A wide range of A Levels is offered in our large Sixth Form.

As well as being a beacon of academic pursuit and excellence, Beths Grammar School is renowned for its enviable co-curricular enrichment programme that, through sport, the arts, clubs and societies, nurtures the whole child. This is why many boys – and girls in the Sixth Form – want to come here; and it is also why so many parents are pleased to send their children to Beths. Emphasis is placed on developing leadership skills, best exemplified by the work of the prefect teams, but also through opportunities lower down the school such as our thriving School Council. We believe our students are our best ambassadors. We value our students collectively and individually and acknowledge – and celebrate the fact – that they are all different.

Beths is committed to staff development. We have a strong CPD programme based on the principle of 'expertise from within'. Staff at all career stages have opportunities to lead training and we are keen to develop the leadership skills of our members of staff as we are those of our students.

Our students achieve highly in Year 11 and the Sixth Form; but we are not complacent. At Beths we are determined to deliver the very best to our students – and we seek to recruit like-minded, outstanding practitioners who also want to give the wonderful young people who study here the world-class education they deserve.



LEARNING RESOURCE CENTRE/COVER MANAGER

Post Title: LRC MANAGER

Grade: Bexley scale 9.1-9.4, £31,731-£34,341 FTE (Outer London Fringe) Pay review pending

Responsible to: Business Manager

We are seeking to appoint an experienced LRC Manager who will be responsible for overseeing all the elements of staff cover within the school, together with managing the day to day running of the Learning Resource Centre (LRC), supporting students and staff in learning, whilst encouraging reading, research, and confidence.

The vacancy has arisen due to the retirement of our current LRC/Cover Manager after more than 20 years of valued service. This exciting role has been split into two jobs; however, we envisage that both successful candidates will work collaboratively as a team to ensure the smooth running of the department, covering for each other whenever required. The anticipated start date is **1st September 2023**.

LRC Manager/Cover Manager

30 hours per week, 41 weeks per year. £31,731 FTE, actual £24,015.

Your working hours will be 12:00-18:00, Monday to Friday. You will be required to work term time plus 3 weeks, totalling to 41 weeks per year. The additional weeks will be worked during GCSE and A Level exam results periods and on INSET days.

JOB DESCRIPTION

- Overall management of behaviour of students in the LRC.
- Maintaining the library system, ordering, adding, and deleting books. Also chasing outstanding rentals.
- Ordering and maintain stocks of stationary including eRicoh photocopier supplies.
- Running the Jack Petchey Award Scheme (Gold) and spending award money and liaising with students, parents and staff.
- Cover admin duties to prepare for the Cover Manager's morning shift.

This list is not exhaustive and there will be an element of overlap between the LRC Manager and the Cover Manager.



LRC/COVER MANAGER PERSON SPECIFICATION

Experience, Skills and Knowledge	Essential	Desirable
Experience of school policies relating to Health and Safety, behaviour, safeguarding etc.	✓	
Excellent administration skills and the ability to multitask	✓	
A creative approach to problem solving and the ability to use own initiative	✓	
Knowledge of the Jack Petchey scheme		✓
The ability to use a photocopier	✓	
An understanding of how schools are led and managed	✓	
Evidence of working in an environment where experiences included taking initiative and self motivation	✓	
Experience of working in a school or similar establishment.	✓	

Personal Qualities/Skills and Characteristics	Essential	Desirable
Good communication and interpersonal skills	✓	
The ability to use your own initiative to work flexibly and adaptively	✓	
A strong ability to work collaboratively with others as well as flexibly and independently	✓	
An understanding of Data Protection legislation and the need to maintain strict confidentiality and ensure data security		✓
To be able to relate to young people, their parents/carers and other adults in an understanding and positive way	✓	
Flexible approach to duties and to working hours, to ensure cover runs smoothly	✓	
A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓	
Effective Behaviour Management skills	✓	
Ability to promote a positive ethos and role model positive attitudes	✓	
Possess integrity, drive, resilience and a well-developed sense of proportion and humour	✓	



Salary – LRC/COVER MANAGER

The post is offered on the Bexley scale 9.1-9.4 with the Outer London fringe. Pay review pending.

Why Join the Beths Community

- All staff receive their own laptop
- CPD programme for staff development
- 24/7 Employee Wellbeing Support Programmer (free & confidential)
- Local Government Pension Scheme
- Cycle to work scheme
- Free parking onsite
- Use of School gym
- Staff social events

Appointment Process

Applications should reach the school by **NOON on 14th July 2023**. We prefer electronic submissions and application forms can be found on TES or on the school website, no CVs please.

Our website and school films will give you a flavour of the vibrant and exciting environment we work in.

We intend to interview week commencing **17th July 2023**.

A programme of activities for the interview process will be sent separately to those selected for interview.

