



The Harvey Grammar School

Learning Resource Administrator

**37 hours per week, 38 working weeks per year, 43.6 paid weeks per year
HGS4**

Job Description

Line Manager: Assistant Headteacher

Responsibilities

This job description lists in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

- Responsibility for the long-term planning and day-to-day running of the Library
- Working closely with Heads of Department in order to ensure that central resources are compatible with departmental requirements
- Maintaining and further developing the computerised lending scheme
- Classifying and cataloguing new stock – Maintaining existing stock
- Overall responsibility for maintaining the school archive
- Updating all signage
- Guiding pupils in the use of all resources available within the Library area
- Supervising pupils using Library facilities, ensuring that Library rules are followed
- Responsibility for the termly Harveian newsletter publication
- Maintaining and updating the Renaissance Learning programme
- To produce and organise the documentation of Trips and Events, e.g. letters, forms, costing sheets and to put onto the Evolve programme.
- Assisting the Assistant Headteacher in all aspects of the delivery of Careers Information, Advice and Guidance (CIAG)
 - To accurately record student intervention and support strategies.
 - To process a range of CIAG data into a format which can be easily used by the Careers Lead to evidence the impact of the Work Experience programme.
 - Responsible for recording information on aspirational visits/trips onto Unifrog.
 - Support pupils' career learning.
 - Produce accurate records to be used at Ofsted inspections, Board Members.
 - Support the Careers Department's online presence
 - To organise a programme for CXK
- Responsibility for the Work Experience programme administration:
 - To identify priorities with an ability to organise work tasks efficiently, in a timely manner
 - Providing objective and accurate Work Experience feedback and reports as required.
 - Communicate clearly, effectively and promptly with parents/carers and keep them fully informed of their child's Work Experience progress.
 - To liaise with local businesses, as appropriate, with regard to students' Work Experience placements and to visit placements during work Experience Week.
- Data completion checks for pupil reporting
- Assisting the Assistant Headteacher in all aspects of the delivery of the National Tutor Programme.
- Continuing personal development in relevant areas, committing to improve own practice through self-evaluation and awareness.
- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils