



APPLICATION PACK

ACADEMY: Manor Drive Secondary Academy

ROLE: Librarian

START DATE: June 2024

SALARY: Grade 5 Point 5 Actual Salary £8,613

CLOSING DATE: 18 March 2024

HOURS/TERMS: 16 hours a week
Monday – Thursday 10.30am-2.30pm
Term time plus 3 days



11-16 Non-selective, all
ability Secondary School

Academy Roll:
270 (Year 7 & Year 8)
growing to 720 by 2028

Headteacher:
Mrs J Sludds





CONTENTS

PAGE	ITEM
3	Four Cs Academy Trust
4	Message from the Chair of Governors
5	Message from the Headteacher
6	Staff benefits and wellbeing
7	Role advertisement
8	Person specification
9	Job description
11	The selection process – How to apply





FOUR Cs ACADEMY TRUST

Dear Applicant,

We are delighted that you are considering applying for a role at Manor Drive Secondary Academy, part of the Four Cs Academy Trust. Our vision is to ensure that every student succeeds; build on what learners already know; make learning vivid and real; make learning an enjoyable experience; and enrich the learning experience that we offer.

The Four Cs MAT, became a legal entity in March 2017, and provides a framework for strong primary / secondary links, allowing skilled leaders and practitioners from all institutions to come together to enable students to flourish and achieve.

In September 2022 the Trust opened two new schools: Manor Drive Primary Academy and Manor Drive Secondary Academy.

The Trustees and Governors of the institutions are fully committed to celebrating the success of every child and providing excellence in the classroom. If you are interested in working for a forward-thinking Trust with a wealth of opportunities to work across sites and Key Stages, look no further. Successful new recruits can look forward to extensive support and professional development which can be translated into excellent outcomes for the young people which we serve.

For more information, please visit www.fourcsmat.org.uk





MESSAGE FROM THE CHAIR OF GOVERNORS

Thank you very much for your interest in the post at Manor Drive Secondary Academy. This post is an exciting opportunity to work in a wonderful secondary school.

We want all our students to become independent and confident young people, who are sensitive to others, interested in the world around them and prepared for the challenges ahead.

The Governors have an important role in supporting the Headteacher in the delivery of a great education, framed by our core values: Knowledge, Strength, Respect and Ambition.

We are looking for colleagues who can lead by example, holding and articulating the Academy's vision and values and focusing on providing an excellent education for our students.

Thank you again for your interest in Manor Drive Secondary Academy and Four Cs MAT and I hope that the information contained within this pack provides information to help you to decide if you have the right qualities, skills and experience to apply for this exciting position.

Yours sincerely



Jonathan Theobalds
CHAIR OF GOVERNORS





MESSAGE FROM THE HEADTEACHER

Thank you for your interest in the role at Manor Drive Secondary Academy.

Manor Drive is a very supportive school. Our students are very well mannered, respectful of each other and proud of their school. They are a pleasure to teach. Relationships with parents are constructive and parents are keen to support the school and the children's learning. The staff are highly skilled, with a wealth of experience and expertise. We are all determined to ensure that students make exceptional progress in all facets of their life. We are looking to appoint dynamic, enthusiastic and inspirational colleagues to join our growing team.

I hope that having browsed our website and reviewed the information provided you will be interested in applying for this post. If you have any questions or wish to arrange a visit to the school, please contact Penny Noble on pnable@manordrivesecondary.org.uk

This is an incredibly exciting time to join Manor Drive Secondary Academy to play a vital role of ensuring that we provide outstanding opportunities to the students in our school.

Yours sincerely



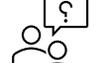
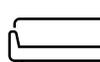
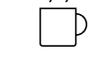
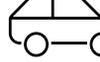
Jo Sludds
HEADTEACHER





STAFF WELLBEING + BENEFITS

Manor Drive Secondary Academy is committed to attracting, developing and retaining top talent to achieve high performance. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

	<p>All teaching staff, and some support staff (depending on role) are provided with a touch screen laptop with inking device.</p>
	<p>Staff gym with new facilities is available to all staff.</p>
	<p>Employee Assistance Programme is available to all staff which offers free legal, money advice and personal support and guidance.</p>
	<p>Staff wellbeing quiet room for use by all staff if required. We recognise that you may need time to reflect or 'take a moment' sometimes.</p>
	<p>Multiple staff rooms around the building.</p>
	<p>Free car parking on site.</p>
	<p>Seasonal and ad-hoc staff incentives such as Christmas Staff advent calendar, staff breakfasts, coffee mornings and other staff organised events.</p>



LIBRARIAN

Grade: Grade 5 Point 5 Actual Salary £8,613
Contract: Permanent
Closing date: Monday 18 March 2024
Start date: June 2024

We are looking to appoint a Librarian to join the Manor Drive Secondary Academy. The Librarian would be responsible managing an economical, efficient and effective Academy Library, supervising study and assisting staff and students seeking information. The successful candidate would have an interest in reading material and a desire to help students to reach their potential.

The Manor Drive Secondary Academy is a new educational setting in the north of Peterborough, Cambridgeshire. Manor Drive is an ideal place to both start and enhance your career, in a small team with high expectations. Whilst being innovative and dynamic Academies, we have traditional values and high standards both for our students and staff. Staff are extremely supportive with ambitions of exceptional outcomes for all.

Full details of the roles and how to apply can be found on the Academy website www.manordrivesecondary.org.uk Informal enquiries should be directed to Penny Noble via email pnoble@manordrivesecondary.org.uk

Closing date: Noon Monday 18 March 2024

The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an Enhanced DBS enclosure and two successful references. Online searches are carried out on all shortlisted candidates.

We welcome questions from prospective applicants, please contact, Penny Noble by email: pnoble@manordrivesecondary.org.uk

If you are ambitious and interested in being part of our brand new school, please complete an Application Form which is available on the MDSA website www.manordrivesecondary.org.uk and return to us with a letter of application.



PERSON SPECIFICATION

Grade: Grade 5 Point 5 Actual Salary £8,613
Contract: Permanent
Closing date: Monday 18 March 2024
Start date: June 2024

You should be able to demonstrate that you meet the following criteria:

E = Essential, D = Desirable

Measured by:

A= Application Form, R = Reference, I = Interview

QUALIFICATIONS AND TRAINING

E	4 GCSEs at Grade 4 or above (or equivalent) including Maths and English	A
D	Educated to A level or equivalent	A

EXPERIENCE

E	Previous experience of working within a school environment	A
E	Previous experience of working with children	A
E	Ability to react to situations appropriately and follow procedures	A
D	Previous experience of working within a library	A

SKILLS

E	Able to demonstrate excellent interpersonal and organisational skills	A/I
E	Enthusiastic in approach and adaptable to changes and developments within a fast paced workplace	A/I
E	Good communication skills in English, including competence in literacy , numeracy and ICT	A/I
E	Interest in student welfare and a respect for the difference in people	A/I
E	Tact and diplomacy	A/I
E	Good time management skills	A/I
D	Basic knowledge of all MS Office Software packages	A/I
D	Basic knowledge of Bromcom database	A/I

DISPOSITION

E	Confident self starter, able to use initiative	A/I
E	Enthusiasm and warmth	A/I
E	Team player	A/I
E	Patient	A/I
E	Sense of humour	A/I
E	Flexible	A/I
E	Enjoys a challenge	A/I
E	Ability to remain calm under pressure	A/I
E	Anti-discriminatory and aware of prejudice	A/I
D	Commitment to training	A/I
D	Willing to learn and evaluate practice	A/I
D	Willingness to see advice and support	A/I



JOB DESCRIPTION

JOB TITLE:	LIBRARIAN
RESPONSIBLE TO:	OFFICE MANAGER
BUDGET	NONE
OVERALL RESPONSIBILITY: <ul style="list-style-type: none"> • To manage an economical, efficient and effective Academy library. • To take responsibility for managing Library resources, including budget and stock control. • Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Every Child Matters agenda and Area Child Protection Procedures. 	

SECTION 1 - DUTIES:

Supporting Staff

1. Work with Curriculum Leaders to identify resources and equipment that will be of use to them.
2. Assist staff in the delivery of lessons by ensuring equipment is ready for use and that resources are available.
3. Assistant staff and students seeking information.

Supporting Students

1. Maintain and promote positive behaviour.
2. Work with individual students in assisting them to select books that match their level of literacy and areas of interest.
3. Supervise study in the Library and encouraging positive study habits.
4. Work in a positive way to minimise the incidents of late returns and loss.

Supporting the Curriculum

1. Support the Academy's Literacy programme.
2. Organise Curriculum support including resources for teaching staff.

Stock/Resource/Admin Support

1. Manage, classify stock and keep records of use of resources in the Academy in order to monitor their use by different areas of the Curriculum.
2. Maintain equipment available to staff and students from centrally held resources.
3. Assist in the maintenance of Library resources.
4. Keep resources in the Library in good order.
5. Any typing, formatting documents, filing and covering reception where necessary.
6. Using creativity to design and maintain the school notice boards around the building, in classrooms and corridors to ensure the information displayed is timely, relevant and attractively displayed.



JOB DESCRIPTION

Promoting the Library

Maintain the Library in good order and create/maintain a quiet, controlled atmosphere conducive to study and learning.

Work with Curriculum Leaders to identify opportunities for them and their students to work in, and to create displays for the Library.

Receive visitors, including prospective students and parents, and promote the Library to them by giving a brief tour of the facilities.

Pastoral Care

Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding Students' welfare.

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety & Welfare.
3. Support the Academy's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Safeguarding.

Continuing Professional Development - Personal

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to the provision and management of the Library.
2. Undertake any necessary professional development, taking full advantage of any relevant training and development available.

Any other tasks, duties or services that may be reasonably requested.



THE SELECTION PROCESS

Applicants are required to submit a letter of application and complete a 'Support' Application Form.

When completing your application please note the following important points:

- Letters of application should be no more than 1 side of A4.
- Letters should address the criteria identified in the person specification.
- The application form must be completed clearly and in full, handwritten or typed is acceptable.
- We are unable to process any applications stating "see CV".
- The declaration on the application form must be signed.
- Informal enquiries should be directed to Penny Noble, PA to the Headteacher, via email pnoble@manordrivesecondary.org.uk
- Completed applications must be emailed to pnoble@manordrivesecondary.org.uk
- Originals must also be posted to the following address. Mrs J Sludds - Headteacher, Manor Drive Secondary Academy, Porter Avenue, Peterborough, PE4 7EP
- **Closing Date for Applications: Noon on Monday 18 March 2024.**
- Please note that due to the high cost of postage we are unable to reply to all applicants.

Manor Drive Secondary Academy is committed to safeguarding and protecting the welfare of children and young people and expect all staff and volunteers to share this commitment.