



APPLICANT PACK

Learning Resource Centre Manager

Trinity Catholic College, Middlesbrough

Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Learning Resource Centre Manager. Although we are a catholic trust we welcome both staff (and pupils) from all faiths to join our family of schools.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package.



Applicants should return their completed application forms to vickers.t@trinity.npcat.org.uk by the **closing date, Monday 18th December 2023 at 9am**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Rachel Merifield, Trust Learning Lead on 01642 298100.

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Hugh Hegarty CEO

NPQH | MSc | PGCCGC | BEd Hons | CTC

Job Advert

Required:	As soon as possible
Salary:	Grade F, SCP 8-11 (Actual salary £21,343 - £22,446)
Hours:	37 hours per week, Term Time Only plus 1 week
Contract Type:	Permanent
Location:	Trinity Catholic College, Lacy Road, Middlesbrough, TS4 3JW

Trinity Catholic College is at the heart of the local community in Middlesbrough, delivering a curriculum that prepares our pupils for the opportunities and challenges of their adult life.

We require a Learning Resource Centre Manager to supervise the day to day running of library/resource centre services to provide a comprehensive service for pupils and staff and contribute to the promotion of reading and literacy throughout the school.

The successful candidate will:

- Be suitably qualified to NVQ Level 3 or equivalent or have experience in a relevant area of work
- Knowledge of procedures for use of library resources, cataloguing, supervising library users, ordering resources, maintaining library technology
- Have strong numeracy and literacy skills
- Work effectively and constructively as part of a team

We can offer:

- Fantastic pupils and a strong Catholic ethos
- A welcoming work environment
- A Leadership Team, Staff and Governors who are dedicated, talented and highly motivated
- A commitment to professional and personal development
- The opportunity to work with and learn from other establishments in partnership with our Trust schools in the Nicholas Postgate Catholic Academy Trust

Closing date: Monday 18th December 2023, 9am

Please refer to the back cover of the application pack for details of how to apply for this position.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Learning Resource Centre Manager

Grade: F SCP 8-11

Responsible to: Trust Learning Lead

Job Purpose

To supervise the day to day running of library/resource centre services to provide a comprehensive service for pupils and staff and contribute to the promotion of reading and literacy throughout the school.

Main Responsibilities

Key Duties

- Catalogue library resources and index learning materials using agreed protocols.
- Support pupils and staff in using library resources.
- Supervise the use of library technology including ICT and photocopiers.
- Supervise small groups of pupils in library activities and assisting them in their research.
- To promote the development of individual pupils as confident, independent learners.
- Contribution to the selection, purchase and maintenance of stock and equipment for the library that meet the needs of staff and pupils within an allocated budget.
- Update and maintain data and other information.
- Organise promotions, displays and other activities of the library.
- Develop plans to encourage reading and where appropriate targeting varying groups and contribute to the overall reading strategy of the school.
- Prepare specialist resources as requested, using appropriate computer software as required.
- Supervision of students using the library environment and maintaining standards of behaviour in the absence of teaching staff.

- Provide administrative support to the school, for example photocopying and filing
- Maintain links with other schools and library services to ensure appropriate materials are obtained for use within the school.
- Organise book fairs or similar events. Arrange for visiting specialists as required and support other staff in promoting key events.
- To raise school issues requiring support to the Trust's ICT helpdesk.
- Assist with pupil first aid/welfare duties, looking after sick pupils and liaising with other staff as required.
- Maintain on a timely basis manual and computerised records/management information systems.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Head of Business and Financial Support Services may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage	Essential		Desirable	
Qualifications & Education	E1	NVQ Level 3 or equivalent qualification / relevant experience	D1	First Aid qualification
Experience, Knowledge & Skills	E2	Strong numeracy and literacy skills	D2	Experience of working in the education sector
	E3	Effective use of specialist ICT packages and other resources		
	E4	Knowledge of procedures for use of library resources, cataloguing, supervising library users, ordering resources, maintaining library technology		
	E5	An understanding of policies and procedures relevant to the role		
	E6	Experience of working in a busy environment		
Personal Attributes	E7	Ability to relate well to both children, adults and other stakeholders	D3	Ability to self-evaluate CPD needs and to seek out new learning opportunities
	E8	Ability to work effectively and constructively as part of a team, understanding school roles and responsibilities and your own position within these		
Special Requirements	E9	An understanding of the Catholic ethos of NPCAT		
	E10	An understanding of safeguarding and child protection requirements		

Why work for us?

The Nicholas Postgate Catholic Academy Trust family of 32 primary schools, six secondary schools, promotes the dignity, self-esteem and development of every one of our pupils and staff.

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation. Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic Faith.

Situated in Teesside, North Yorkshire and the City of York, our schools offer high-quality education, with a curriculum that meets requirements of our young people and gives them every opportunity to succeed in adult life.

NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We offer:

- Competitive pay
- Defined benefit pensions
- Performance-related pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Tusker Car Salary Sacrifice Scheme
- Everybody Benefits discount and reward platform
- Health Cash Plan
- Cycle2Work scheme

We encourage staff to undertake training and development and to explore new challenges within the Trust wherever appropriate.



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to:

vickers.t@trinity.npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Rachel Merifield on 01642 298100.

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

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