



# St Dunstan's

— College —

## Learning Resource Centre Administrator *(Part-time)*

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## About St. Dunstan's College



### *'Inspiring and assisting young people to achieve their potential'*

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 125 years the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is proud of its reflection of the diverse and vibrant community in which it is located. The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points.

St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for approximately 900 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within the College site and, by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College. The social life of the College is therefore an important feature of its ethos and our 'Family Society' is as important in name as it is in what it achieves.

The College has enjoyed considerable development and refurbishment over recent years, with an investment of around 10 million pounds. The swimming pool has been completely refurbished and a new roof added, the Chemistry laboratories have been rebuilt and the front façade of the building has been renovated and cleaned. The recent acquisition of 30 acres of playing fields, just 500 metres away from the College buildings, is an exciting opportunity which should permit further development on both sites. Planning is currently underway for the construction of a new Junior School on the College grounds.

The size of the College community is small compared to many of its competitors, offering all pupils an individualised approach to learning and development within a friendly, inclusive and nurturing environment. The ethos of the College is welcoming, without pretence, and draws upon the liberal Christian values of its foundation. Relationships between all members of the community are based upon mutual respect and this is well embedded. The diversity of the College is furthered by the inclusion of international students, in particular from China. St Dunstan's is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged.



**AMBITIOUS**



**FUN**



**CHALLENGING**



**DYNAMIC**



**HAPPY**



**NURTURING**



**INNOVATIVE**



**EXCITING**



**INCLUSIVE**



## Learning Resource Centre (LRC) Administrator

**Responsible to:** Assistant Head (Inclusion and Enrichment) /The Head of Administrative Services

### Employment

This appointment is: Part-time

**Salary:** £16,000

▪ **Working:**

- Shifts plus alternative Saturday's
- You will be required to work during the term time plus additional weeks as follows:  
February Exeat
- Two weeks during the Easter holidays
- May Exeat
- One week at the start of the summer holidays
- One week at the end of the summer holidays
- One week during the October Exeat

○ Attendance at Inset days, open days and key marketing events.

▪ **Holiday.**

- 20 days per annum, (rising to 25 days in the holiday year following completion of 3 years' service) plus bank holidays.
- Holidays are expected to be taken during the school holidays and *not* during term-time.

▪ **Benefits:**

- The employee will be auto-enrolled into the ISPS "Defined Contribution" pension scheme, provided certain eligibility criteria are met.
- Interest-free season ticket loan
- Employer contribution to the Private Medical Scheme
- Salary Sacrifice schemes

### Administration

The Learning Resource Centre Administrator will, under the guidance of the Assistant Head for Inclusion and Enrichment, ensure that the Learning Resource Centre provides services to the College Community.

The following list is not exhaustive but serves as an indication of what the role encompasses.

- Maintain all aspects of the organisation and development of the LRC including selection, ordering, preparing, maintaining and organising appropriate stock, equipment and materials.
- Have a broad knowledge of the stock which is contained within the four library rooms and be able to direct users to books and information resources when required.
- Arrange materials for effective retrieval including the systematic classification, cataloguing and amending of all resources including an annual audit of stock; the dissemination of information relating to those resources.

- To plan and oversee the organisation and management of the LRC including the financial management of the budget.
- Liaison with teachers/subject areas regarding new LRC resources, curriculum changes, closures and general Library notices and information.
- Manage the day to day activities of the LRC to ensure an effective and efficient service is available to students and staff during hours of opening.
- Manage Eclipse.net library management system making any changes to the programme such as running overdue reminders/changing the calendar for days when the LRC is not open to students/ changing the Book of the Week/ liaising with MLS (Micro Librarian Systems) if there are any problems with the LMS.
- Administer the eBooks 'Overdrive' programme, purchasing eBooks in line with the publisher's licensing agreements and our agreed budget.
- Collaborate with our team of academic interns.
- Perform clerical duties specific to the Library by ordering stock, typing/word processing, letters memos, lists etc.
- Provide students with assistance and supervision in the use of learning materials held in the LRC.
- To supervise and control the LRC and be responsible for the implementation of LRC rules – including the supervision and discipline of students and Sixth Form using the LRC.
- Promoting reading and other Library activities by preparing booklists, displays, talks, book fairs and other appropriate activities, including liaison with external agencies and sources of information.
- Be responsible for the operation, supervision and where appropriate the delivery of LRC activities E.g. Book groups, homework club, induction lessons
- Work with teachers and support teaching staff in exploiting and developing the use of the LRC's resources throughout the College.
- Ensure that all students have access to the LRC and are able to use the facility confidently and effectively and to provide an environment in which students can practice techniques of enquiry and research.
- Supervise student librarians and 6th form helpers, prepare rotas and train them in Library skills.

The College wishes to appoint a highly skilled, competent and well-organised individual to work closely with the Assistant Head (Inclusion and Enrichment) to ensure delivery of an outstanding service within the Learning Resource Centre.

**Person Specification:**

	<b>E</b>	<b>D</b>
<b>Experience</b>		
Experience of providing an effective librarian/ administrative service		●
Experience of managing resources and operating administrative systems	●	
Experience of managing students		●
Significant experience in using library management software.		●
Experience of Eclipse and Overdrive MIS		●
<b>Job-related Skills/ Aptitudes</b>		
Passion for Literature and knowledge of the latest children's fiction	●	
Ability to support and manage groups of students when studying in the LRC	●	
Excellent IT skills, and knowledge of how to apply them in a school library environment	●	
Knowledge of research and information retrieval skills	●	
Ability to build and maintain successful professional relationships with students, parents and staff based on respect and consideration	●	
A high standard of oral and written communication	●	
Awareness of current developments in library/resource centre management		●
Excellent written and verbal communication skills	●	
A proactive and imaginative in approach to the provision and promotion of library services.	●	
Clear and innovative vision for the LRC in a modern school setting		●
Participate in new initiatives and future changes in service delivery improvements to support the aims of the school	●	
<b>Personal Qualities</b>		
Ability to model good practice, demonstrating the vision, values and aims of the College	●	
Value diversity within the College Community	●	
A welcoming manner when dealing with staff and pupils	●	

Excellent organisation and time-management	•	
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### Professional Attributes

The following professional attributes are expected from all staff:

Courtesy, consistency, discretion, energy and stamina, resilience, enthusiasm, flexibility, initiative, sound judgement, patience, integrity and honesty, self-awareness

Robust instincts regarding the safeguarding and welfare of children and young people are expected of all staff.

### Promoting and Safeguarding the Welfare of Children and Young People

The post holder will be required to adhere to the College's Safeguarding Policy at all times, which can be found on the College's website <http://www.stdunstans.org.uk/562/the-college/college-policies>.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College these concerns must be reported to the College's Designated Safeguarding Lead (DSL)

### Applications

The closing date for applications is Friday, 13 October 2017. Early applications are encouraged as the Foundation reserves the right to appoint at any stage during the application process. This is a full time post, commencing as soon as possible. All applications to be completed via TES and must consist of a fully completed application form, which includes a statement that specifically addresses how you fulfil the person specification and the requirements of the responsibilities and competencies listed. Incomplete application forms will not be accepted. All gaps in employment must be explained on the form. A signature is required on your application form and if not supplied electronically should be undertaken if called for interview.