



JOB DESCRIPTION

LRC Assistant

Line Manager: Attached SLT member
Hours per week: Flexible, within 09:30-13:00 each day (casual hours arrangement)
Salary: £12.50 per hour (inclusive of any holiday pay entitlement)

Main Purpose of post

- To work closely with the English department and Literacy Leads to promote and support reading for pleasure
- To ensure that the LRC is an attractive and welcoming environment
- To provide reading support to identified groups of students and to provide support in English lessons as requested.

Specific Duties

The promotion of reading and literacy

- To work closely with the LRC Manager to promote literacy and reading
- To promote the use of the LRC and the development of reading for pleasure as directed through competitions, displays, whole school events, LRC events (roughly monthly)
- To celebrate student success and diversity through innovative and current displays.

Management of the Learning Environment

- To supervise the learning space during working hours, helping to maintain an atmosphere conducive to study and learning
- To assist with the maintenance of stimulating and relevant displays to promote reading, literacy and learning strategies in the LRC
- To help in the supervision, training, and recruitment of Student Leader Assistants for the LRC.

Management of Resources

- As directed, to index, catalogue and classify learning resources and develop and maintain accurate and reliable catalogue and lending systems, to facilitate the accessibility use and control of stock
- To implement agreed measures to keep the library/resource centre secure and minimise the risk of loss of resources and equipment
- To help manage the loan and return of texts (using appropriate ICT software); to keep records and to oversee the follow up of overdue books etc.
- To carry out the shelving and shelf tidying of books and other learning materials, repairs as required and day to day maintenance of LRC resources
- To provide guidance as to the level of difficulty or challenge for different books, and encourage more challenging selections by students.

The Development of Learning Resources

- To provide displays and materials that support career research
- To share and promote links available to subject areas and to students eg public libraries, museums, art galleries and local HE and FE institutions, community information services etc.

Learning Support

- To provide reading support to identified groups of students
- To provide guidance on how to use the library and retrieve information
- To provide learning support in English lessons as requested
- To use existing programmes to run reading and literacy support sessions with groups of identified students.

General

- To attend, where appropriate, whole school events
- To be aware of and comply with school and Trust policies and procedures
- To attend relevant meetings as required
- To participate in training and other learning activities and performance management as required
- To carry out other duties as may be reasonably requested by the Senior Leadership Team/Line Manager.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.



PERSON SPECIFICATION

This is a non-teaching post that gives the successful candidate an excellent opportunity to contribute to the work of the school and be part of a wider team.

The Office Administrator / Administrative Assistant will be expected to work effectively with both teaching and support staff at all levels as well as with students, external agencies, prospective employees, governors and visitors to the school. They will thus need the following qualities:-

- High level of literacy
- Good communication skills, both verbal and written
- Very good organisational and time management skills and the ability to work under pressure
- Ability to form good working relationships with students and colleagues and be part of a team
- Adaptability and flexibility in working practices and the ability to know when to use his/her initiative
- Ability to set standards and apply them consistently
- Ability to handle sensitive personnel issues, keeping confidentiality
- A high degree of professionalism in their approach to work and tasks set
- An ability to present a good role model to students and staff

In addition, the Office Administrator / Administrative Assistant requires:

- A good level of computer literacy in Word and Excel plus a willingness to learn more specialist applications
- High quality administrative skills with the ability to take concise and accurate notes
- An ability to consistently follow school procedures, including flagging up concerns as required
- High levels of accuracy in their work

It would also be helpful if you have had some experience of working with young people.

Training in school systems and practices will be provided both prior to the post being undertaken and during service.