

JOB DESCRIPTION

POST TITLE:	Learning Resource Centre and Admin Assistant
LOCATION/BASED:	Based at Callerton Academy, but may be required to work across the MAT
GRADE:	N4
RESPONSIBLE TO:	Office Manager and Reading Leader
CORE PURPOSE:	To run the schools Learning Resources Centre and to support school administration in the main office.

MAIN DUTIES & KEY RESPONSIBILITIES

1. Maintain records, organise meetings and events in the school as directed. Maintain office systems, diaries and provide information/letters to parents and pupils.
2. Daily running of the Learning Resource Centre. Tasks include: the issuing and returning of stock, shelving, processing, electronic cataloguing, and maintenance of stock, compiling of overdue notices, typing, and filing.
3. Ensure that office machinery, stationery, other office consumables and library books and equipment (including basic maintenance of equipment) are ordered in accordance with purchasing procedures.
4. Collect, record, compile and present data both manually and electronically, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries, where appropriate.
5. Collate pupils' reports as required.
6. To provide guidance to staff and students in the use of the Learning Resource Centre and to encourage both groups to adhere to its policies.
7. To assist Learning Resource Centre users with searches for books, online materials, and other resources, providing individual reading guidance and supporting the acquisition of study skills.
8. Liaise with staff, parents and external bodies to meet the requirements of the school for the LRC, including the provision of reception services, arranging events, work experience placements, etc.
9. Support the Leader of Reading with Accelerated Reader, data collection, quizzes, etc.
10. Be a champion of reading and support the Callerton culture of reading.

11. To assist with the promotion of the Learning Resource Centre and its stocks/services, including the arrangement of displays/other materials and the updating of online resources.
12. To assist in the development and use of I.T. in the Learning Resource Centre and help develop systems within the administration team.
13. To supervise pupils during Learning Resource Centre opening hours in accordance with the Academy's Behaviour Policy.
14. To assist Learning Resource Centre users by delivering regular reading groups and library inductions, as and when required by the Academy.
15. To update and maintain the Learning Resource Centre catalogue and other administrative systems, including stock control.
16. To undertake main school administration duties as directed by the Office Manager.

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive, and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE:

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Ability to instruct in the use of ICT and information retrieval systems	✓	
Excellent interpersonal and communication skills	✓	
Excellent ICT and keyboard skills including the use of Microsoft applications (specifically Word and Excel)	✓	
Ability to work to deadlines, prioritise and deal with a varying workload	✓	
Ability to work without supervision	✓	
Familiarity with library systems		✓
Experience of using photocopiers and other basic reprographics equipment.		✓
Good working knowledge of SIMS		✓
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
Good general education	✓	
Excellent telephone manner	✓	
First class customer care skills	✓	
EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of dealing with customers/clients both face to face and over the telephone	✓	
Experience of clerical/administrative work	✓	
Working within a library/learning resource centre		✓
Experience of using an electronic library management system		✓
Working within an educational establishment		✓
Experience of working with young people		✓
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
A love of reading	✓	
Self-motivated	✓	
Ability to work as a member of a team	✓	
Ability to work under pressure and with limited supervision	✓	
Ability to work co-operatively with staff and students in meeting the needs of the post	✓	
Positive approach to personal development	✓	
Good interpersonal and communication skills	✓	
Reliable	✓	
Flexible	✓	
A commitment to child protection and safeguarding.	✓	
SPECIAL REQUIREMENTS	ESSENTIAL	DESIRABLE

Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving license and access to a car during working hours.		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.