Northern Education Trust – Job Description

Job Title:	Learning Resource Centre Administrator	**JE Reference**	JE023
Base:	Academy		
Reports to:	Business Manager	**Grade:**	Grade 4 SCP 10 – SCP 12
Service responsibility:		**Salary:**	£28,608.00 - £29,542.00 (FTE, Salary to be pro rata)
Additional:		**Term:**	37 hours, 39 weeks

JOB PURPOSE

- Manage and encourage students' use of the Learning Resource Centre (LRC)
- To support teaching and learning within curriculum departments through students use of the LRC and the provision of resources

JOB SUMMARY

1. Organise and Management of the LRC:
   - Establish effective systems – classifying, cataloguing, indexing, loans
   - Maintain stock in good order
   - To make the LRC attractive and accessible to students and staff, including the provision of displays, guiding and publicity materials
2. Ensure the library is an effective support to the curriculum:
   - Liaison with all departments on appropriate materials
   - Compiling indexes, bibliographical information and resource packs for use by students and staff
   - To research resources for curriculum, use as directed by teaching staff
3. Development of library and information skills:
   - Induction for new students and staff into the LRC
   - Development and delivery of library and reading skills programmes in partnership with teaching staff
   - Reinforce skills through assistance on an individual basis
   - Support the development on literacy across the curriculum
   - To help the encourage students to use both electronic and written resources
4. Promote reading for pleasure
5. Provide links with external resource providers and sources of information
6. Support the use of reading intervention strategies and support these fully through the use of the LRC e.g. Lexonics, Lexia
7. Publicise and promote the library's services, including the use of guest authors.
8. Maintain in awareness of current developments in librarianship, education and children's literature
9. Participate in appropriate training courses

10. Support the development and implementation of programmes of support for students in the academy where appropriate
11. Support in all aspects of the use of accelerated reader
12. Maintain the library management system and the loan of resources
13. Advise budget holders on the selection and purchase of stock
14. Liaison with book representatives to review new publications and recommend to budget holders as appropriate
15. Maintaining clubs to promote the library for student enjoyment
16. To comply with the academy policies and procedures at all time

GDPR

1. To adhere to GDPR and data protection regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures.

General

1. To participate in wider Trust meetings and working groups as required
2. This role wholly or mainly involves working with children

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: …… Date: ……..