**FRIERN BARNET SCHOOL**

**Specialist Arts College**

Hemington Avenue, London, N11 3LS

Head Teacher: Mr S Horne

**Learning Resource Centre (LRC) Manager**

**Starting ASAP**

**Salary: Grade F £30,963 - £33,957 fte (actual salary: £27,234 - £29,867 PA)**

**Hours: 36 hours per week, term time only**

We are looking to appoint an excellent, organised LRC Manager to provide first class management and development of our school library.

Friern Barnet School is committed to the creative arts because they enrich the quality of our experiences, providing rewarding activities that inspire, inform, stimulate, challenge and entertain. We are hugely ambitious academically for our students but we also want them to live lives which are personally and socially fulfilling. In addition, we want them to develop a love for art, music, dance, theatre and culture, which will enrich the whole of their lives.

Friern Barnet School was recently judged ‘Good’ by Ofsted.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful applicant will be subject to enhanced clearance through the Disclosure Barring Service.

**Application forms and further details are available to download at** [**www.friern.barnet.sch.uk**](http://www.friern.barnet.sch.uk)**. Completed applications should be sent to vacancies@friern.barnet.sch.uk.**

Closing date: 9.00 am, Thursday 2 May 2024

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| --- | --- |
| **Specification:** | **LEARNING RESOURCE CENTRE (LRC) MANAGER JE0809** |
| Reporting to: | HoF English |
| Salary/grade: | Grade F |
| Working time: | Full-time (36 hours per week), term time only |
| Disclosure Barring Service: | Enhanced |

Core Purpose:

* To support the educational aims and objectives of the school, specifically in raising standards of

literacy

* To be responsible for the planning, organisation, management, promotion and development of

the LRC to support learning, teaching and research activities within the school

* To facilitate independent learning and encourage reading for pleasure

Main responsibilities:

• To play a full part in the life of the school community and ensure that the LRC makes a significant

Impact towards raising standards of literacy across the school

• To select, acquire, organise, promote and maintain books and other learning resources to cover

the full

age and ability range of the community, including students with Special Educational Needs.

• To organise, catalogue and classify LRC resources to ensure effective retrieval

• To ensure high standards of display and promotional material to enhance the standard of

appearance of the LRC, in order to provide an attractive environment conductive to achieving optimum use for both purposeful study and leisure

• To supervise students working in the LRC and to maintain good working relationships with them

• To deliver the Accelerated Reader program to Year 7 and 8 students

• To encourage reading and the enjoyment of literature

• To organise and design programmes of events and activities including author sessions, visiting

speakers, and outside visits in collaboration with teaching staff to deliver aspects of subject

specific curricula

• To support students in the LRC in searching, selecting, analysing, recording and communicating

information

• To develop and support information skills within the curriculum, in consultation with the

Appropriate teaching staff

• To ensure that maximum use is made of ICT within the LRC, and maintain an awareness of

relevant LRC developments in education

• To manage the LRC budget, ensuring that all resources are effectively deployed in order to

Maximise achievement and attainment

• To keep the governing body informed about the needs and progress of the LRC, including the

compilation of an annual report on the LRC’s stock and developmental needs in relation to its

integral role in supporting the curriculum

Other Specific Duties:

• To play a full part in the life of the school community

• To promote actively the school’s policies

• To continue personal, professional development

• To actively engage in the school’s self-review and evaluation processes

• To actively engage in the school’s Performance Appraisal processes

• To comply with the school’s Health and Safety Policy and undertake risk assessments as

appropriate

• To attend meetings as determined in the meetings policy and as directed by the Headteacher

• To comply with the school’s procedures concerning safeguarding and to ensure that training is

accessed

• To comply with the local authority and school’s equal opportunities policy at all times

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

2024

**LRC MANAGER - PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills and Experience** |  | **Essential or Desirable** | **How measured?**  **Application/**  **Interview/Test** |
|  | Good ICT skills | **E** | **A/ I** |
|  | A commitment to working with colleagues to raise literacy standards across the school | **E** | **I / T** |
|  | Information Retrieval Skills | **E** | **A** |
|  | Knowledge and love of young people’s literature | **E** | **A / I** |
|  | Proactive and imaginative approach to provision and promotion of resource centre services | **E** | **I** |
|  | Ability to exemplify good practice, work flexibility and proactively while maintaining a high standard of professionalism | **E** | **A/I** |
|  | Ability to build good relationships with adults and young people | **E** | **A/I** |
| **Qualifications** |  |  |  |
|  | Educated to a minimum A level standard, or equivalent | **E** | **A** |
|  | A willingness to undertake additional training, keep up to date with changes and developments in good practice | **E** | **I** |
| **Personal attributes** |  |  |  |
|  | A belief that students come first |  | **I** |
|  | Excellent communication, organisational & interpersonal skills | **E** | **A / I** |
|  | A sense of humour and positive attitude | **E** | **I** |
|  | Ability to work well in a team | **E** | **I** |
|  | Ability to be flexible and use your own initiative | **E** | **A / I** |
|  | Ability to think originally and creatively |  | **A/I** |
|  | Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations | **E** | **I** |
|  | An excellent attendance and punctuality record | **E** | **I** |
|  | A commitment to safeguarding & promoting the welfare of children and young people | **E** | **I** |
|  | Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity | **E** | **I** |

**This post is subject to enhanced Disclosure Barring Service.**

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.