

**Learning Resource Centre Coordinator**

**Outwood Academy City, Sheffield**

**Required From: As soon as possible**

**Salary:** OGAT Grade 6, SCP 12-14, £22,183 - £23,080

Actual Salary £16,410.90 - £17,074.50

**This post is permanent, part time (32.5 hours per week), 39 weeks per year (equivalent to term time plus 5 days).**

Serving the bustling city of Sheffield, Outwood Academy City was constructed in 2011 with state-of-the-art facilities and joined Outwood Grange Academies Trust three years later. The school has undergone a huge transformation for its 1200 students, with an innovative curriculum and a personalised approach to learning enabling them to realise their vocational, practical, creative and academic abilities. This was recognised by Ofsted in February 2019, when the academy was judged ‘Good with Outstanding Leadership’. Inspectors noted that, “Leaders and teachers demonstrate high expectations for all pupils. They are determined that pupils achieve well in their subjects”.

This role involves managing and developing the Learning Resource Centre, supporting teaching and learning within curriculum departments through student’s use of the Learning Resource Centre and the provision of resources.

We are seeking to appoint an enthusiastic, flexible person to fill the above vacancy in our busy library. Previous experience of working in this environment is preferred, although full training will be given. Applicants should have excellent communication skills, both written and verbal, have excellent IT skills, a keen eye for detail and a flair for design.

The successful candidate needs to be extremely well organised, have the ability to prioritise work and ensure that strict deadlines are met. The ability to work on your own initiative as well as part of a team is essential.

As part of a growing multi-academy trust, the successful candidate will be well supported and have access to a range of high quality professional development through the Outwood Institute of Education.

To arrange an informal discussion about the role, please contact Jane Jones, Business Manager by email to j.jones@city.outwood.com

Applications should be completed online at

https://fa-eqvg-saasfaprod1.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX\_1/

Closing Date: **Monday 8th November 2020 at 12 noon**

Interview Date: **Friday 12th November 2021**

*The Outwood Grange Academies Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory DBS check.*

**We reserve the right to close advertisements early. Advertisements will therefore close at 12noon, either on the advertised closing date, or the day the decision has been taken to close the advertisement early.**