**South Farm Road, Worthing, West Sussex, BN14 7AR**

Tel: 01903 237864

E-mail: office@worthinghigh.net

Website: www.worthinghigh.net

Headteacher: Pan Panayiotou

*“Always Pursue Excellence”*

**LEARNING RESOURCES CENTRE MANAGER**

**(to start November 2023)**

**NJC GRADE 7, points 14-19 - £23,484 - £25,927 (£20,051 - £22,137 pro rata)**

**37 hours per week, Term Time Only plus INSET Days**

**Working hours are 8.00am – 4.00pm (3.30pm on Friday) (30 minutes unpaid lunch)**

***Are you an experienced librarian, interested in managing a Learning Resource Centre in our school?***

We are looking for someone who is passionate about reading and wants to help the progress of young people. Professional, friendly, patient and polite, with good interpersonal skills and an ability to work with students and teachers with literacy development and championing reading. You will need to use your own initiative and have excellent organisational skills as well as a good knowledge of teen and young adult fiction. You will have experience in working in a school library. The role will include:

* To supervise the Learning Resources Centre (LRC) to maintain a calm, orderly environment, conductive to effective independent learning.
* To manage the implementation and day-to-day processes around Accelerated Reader.
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* To maintain ACCESSIT and the WebApp.
* To actively promote the LRC and produce the LRC Newsletter each month.
* To undertake all stock management responsibilities, including selection, editing, cataloguing, processing and storage, of materials, in liaison with teaching colleagues and in line with School policy.

We can offer you:

* A friendly and supportive environment
* The opportunity to work with well-motivated students and supportive parents
* A location on the coast very close to main line railway services and road networks
* Free well-being and medical support cover
* The opportunity to be part of the South Downs Education Trust MAT
* Free use of our fitness suite

If you feel you have the necessary skills for this position and would like further information, an application form and job description can be downloaded from the links provided on the school website at [www.worthinghigh.net/vacancies](https://www.worthinghigh.net/page/?title=Vacancies&pid=84) or from the school by phoning 01903 237864. Further information about the school and details of how to apply can also be obtained from the school website.

Completed applications should be sent to Mr Panayiotou, Headteacher, at the address above or emailed to vacancies@sdetrust.net.

**Closing date for applications is 4 October 2023 at 9am, an early application is advised as we reserve the right to close the vacancy early if sufficient suitable applications are received.**

**Interviews will be held in the week commencing 9 October 2023.**

**NOTE FOR RECRUITMENT AGENCIES:** We prefer to hire people directly but we do have a preferred supplier list for when we need a helping hand. We will be in touch if we need you.

Please note, because of the nature of this job, if you are successful in your application you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences. We may also complete online searches as part of due diligence and safeguarding checks

South Downs Education Trust (SDET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

* *Worthing High School & Clapham and Patching C of E Primary school are part of SDET, which is an academy trust and a charitable company limited by guarantee and registered in England and Wales with company number 8276210. The Registered Office is at: South Farm Road, Worthing, West Sussex BN14 7AR*
* *We recognise continuous service from academy/non-academy schools*