

JOB DESCRIPTION

POST TITLE: Library and Learning Resource Centre Manager

RESPONSIBLE TO: Vice Principal (Curriculum)

SALARY: Support Staff Scale Pts. 19-22: £36,564 - £39,957 per annum

WORKING WEEKS: All Year Round

PURPOSE OF POST: You will play a key role in the effective operation of the College by providing, promoting and managing a high-quality, student-focused library and learning resource service. The role requires professional expertise, awareness of developments in library and digital resource management, and the ability to collaborate with curriculum, student support and academic colleagues. You will contribute to improving student experience and outcomes through research-informed practice, active curriculum partnership and innovation in resource provision, including AI-enhanced learning tools.

Main Duties & Responsibilities

Learning and Curriculum Support

- Identify what students and staff need for study, research and reading, and make sure resources meet these needs.
- Work with teachers, Academic Coaches and other staff to help students become confident, independent users of information and technology.
- Work with academic teams to choose, buy and develop print and digital resources that support the curriculum.
- Help students develop research skills, including those completing the Extended Project Qualification (EPQ). Support digital and academic literacy when needed.

- Work with curriculum areas on research or teaching projects that help improve student outcomes.
- Support staff and students to use AI tools safely, effectively and responsibly.
- Promote reading and research through events, campaigns and partnerships inside and outside the College.
- Help users with enquiries and ensure the Library is a calm, welcoming space for study and collaboration.

Leadership and Management

- Manage the daily running of the Library to agreed quality standards.
- Work with the Vice Principal (Curriculum/Teaching & Learning) on the strategic development of Library, digital learning and study support services.
- Take responsibility for stock, digital resources, space, equipment, budget and staffing.
- Communicate the value and impact of the Library to senior leaders.
- Use data, feedback and performance measures to review the service and report on its effectiveness.
- Make sure administrative tasks and processes are completed accurately and on time.
- Recruit, supervise, support and train Library staff and volunteers. Take part in their appraisals and help with their professional development.
- Keep developing the Library service through continuous learning and awareness of trends in libraries, FE/sixth form education, digital learning and AI tools.

Communications

- Seek and act on feedback from students and staff to improve the service.
- Take part in College committees, working groups and cross-College activities to promote the Library.
- Plan and deliver promotional activities to raise awareness of Library resources, digital tools, reading initiatives and events.
- Support the induction of new staff and students so they know how to use the Library safely and effectively.
- Use College communication channels appropriately to promote engagement and service awareness.
- Motivate and support students to use the Library regularly and make the most of academic, digital and research services.

Resources

- Select and buy resources that meet the learning and reading needs of students and staff.
- Manage the Library budget and ensure good value for money.
- Oversee the Library management system and ensure it supports good service delivery.
- Maintain and update the Library website and digital presence so that information is accurate and accessible.

- Prepare new resources for use, including cataloguing and classifying stock using consistent classification systems.
- Carry out regular stock checks to make sure resources are accurate, up to date and in good condition.
- Manage key Library processes such as reservations, overdue items, computer bookings, issuing ILT equipment and other housekeeping duties.

General Duties

1. To respect confidential issues linked to home/student/teacher/college work and to keep confidences as appropriate.
2. To support and promote the ethos and wider life of the College and to make a contribution to this shared responsibility.
3. To be informed about the financial basis of the operation of the College and to assist in seeking ways of deploying and maintaining resources to the maximum benefit of the students.
4. To supervise the use and care of the College fabric and equipment by the students and to ensure their adherence to relevant health and safety regulations.
5. Ensure that you work in line with all the Academy/Trust policies and procedures and ensure that you are aware of your obligations under these.
6. Behave according to the relevant Trust Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
7. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
8. You are required to safeguard and promote the welfare of children/students for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
9. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
10. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.
11. Any other duties of a similar nature related to this post that may be required from time-to-time.

Person Specification

	Essential / Desirable	Selection Process and Means of Identification
<p>Qualifications</p> <ul style="list-style-type: none"> • A recognised qualification in library or information services <i>or</i> demonstrable equivalent experience in a library or learning resource environment • Degree or postgraduate qualification in Library and Information Studies (e.g. CILIP-accredited) • GCSEs (or equivalent) in English and Mathematics at Grade 4/C or above 	<p>E</p> <p>D</p> <p>E</p>	<p>Application Certificates References</p>
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in a library, learning resource centre, or similar information-based environment • Experience of supporting students or young people in an educational setting • Experience of using library management systems and digital resources • Experience of promoting reading, research skills, or information literacy 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application Certificates References</p>
<p>Skills and Knowledge</p> <ul style="list-style-type: none"> • Strong organisational and time-management skills • Excellent literacy, communication, and interpersonal skills • Ability to support students with independent learning, research, and referencing skills • Good ICT skills, including online databases, e-books, and Microsoft applications • Knowledge of copyright, data protection, and responsible use of information • Ability to create a welcoming, inclusive, and purposeful learning environment • Familiarity with assistive technologies and inclusive learning resources 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p>	<p>Application Certificates References</p>

<ul style="list-style-type: none"> Ability to use data to monitor library usage and impact 		
<p>Personal Attributes</p> <ul style="list-style-type: none"> Professional, approachable, and calm manner Enthusiastic about supporting young people’s academic and personal development Flexible, proactive, and willing to adapt to the changing needs of the college Ability to work both independently and collaboratively as part of a wider team High level of personal integrity and professionalism Creative approach to promoting learning resources and library services Confidence contributing ideas to improve services and student engagement Understanding of safeguarding and professional boundaries when working with students 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application Certificates References</p>

Salary and Conditions of Service

Full Time, All Year, Permanent post.

Salary Pts. 19 – 22: £36,564 - £39,957 per annum

Thank you for your interest in the post.

The start date will be 10 August 2026 and you will be working 8.30am – 5.00pm, Monday to Thursday and 8.30am – 4.30pm Fridays. Holidays are 28 days plus bank holidays rising to 33 days plus bank holidays after 5 years’ service. Holidays are to be taken during the College holiday periods. The contract will be based on a model for support staff produced by the National Joint Council of the Sixth Form Colleges’ Association.

Applications are made via our job vacancy portal (CVs cannot be accepted) but if you wish to speak to anyone about this post and the application process, please contact lbates@geliz.ac.uk or people@nalp.org.uk