

# THE HOLT SCHOOL

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## Learning Resource Centre Manager (Librarian)

**To start January 2026**

**30 Hours a week.**

**Monday to Friday 9.30am-3.30pm, term time only**

**Grade 5 Scale Point 12-17**

**£14.82 per hour £28,598FTE**

**Actual Salary £19,517 per annum**

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, which converted to academy status in July 2011. The school was judged 'outstanding' by Ofsted in March 2023; there are 1459 students on roll (262 in the Sixth Form).

We wish to appoint a first class librarian to manage the day to day operation of the Learning Resource Centre. As well as providing curriculum support to staff and pupils you will be responsible for raising the profile of the library and promoting reading across the school, giving guidance and advice to students and staff creating an environment that promotes the learning ethos of the school.

The successful candidate would ideally have:

- a recognised professional qualification for librarianship or qualification accredited by CILIP or are working towards this
- successful experience of working in a library ideally in an education setting
- an understanding of the range of strategies that support reading development
- excellent communication skills
- a good knowledge of the Oliver library system

We can offer:

- students who are eager to learn and progress
- excellent professional development

If you would like to discuss this post, please contact Katie Warner, HR manager.

Application forms and further information are available to download from the school [website](#). Please note that CVs will not be accepted.

The Holt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a full Disclosure and Barring Check.

**Closing date: 9am, Wednesday 21st January 2026**

**Applications will be considered upon receipt, therefore, it is recommended that if you wish to apply for this position, you do so as soon as possible.**

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## JOB DESCRIPTION



<b>Job Title:</b>	Learning Resource Centre Manager	<b>Name:</b>	
<b>Reports to:</b>	KS3 Coordinator for English	<b>Issued:</b>	December 2025
<b>Grade/Pay Scale:</b>	5	<b>Hours of work/FTE</b>	30 hours per week term-time only 9.30am – 3.30pm
<b>Employment Status</b>	Permanent		

To be line managed by: KS3 Coordinator for English

**Job purpose: to be responsible for the management, development and promotion of the school's Learning Resource Centre ensuring that an effective library and information service is offered to all staff and students.**

At The Holt School this will involve:

- Managing the school's Learning Resource Centre and ensuring effective and efficient access to up to date and appropriate printed and electronic information for all staff and students.
- Managing the Learning Resource Centre budget, including the preparation of financial estimates.
- Select, acquire, organise, promote and maintain books and other learning resources, including electronic resources, to cover the full age and ability range of the school community, and to ensure an equality of opportunity for all students and staff through a diverse range of authors and genres that better reflect the ever changing student body.
- Manage learning materials for effective retrieval and use including the systematic classification and cataloguing of all library resources and dissemination of information relating to those resources to staff and students as appropriate.
- Maintain a safe and stimulating library environment conducive to achieving optimum use both for purposeful study and leisure reading, including both supervising students' use of the LRC and creating displays etc in compliance with the school's health and safety policy.
- To plan and take sole responsibility for the delivery of one library lesson per fortnight to each Year 7 class.
- 1 to 1 reading intervention with targeted Year7 and Year 8 students.
- To promote wider reading across the school through reading schemes, book awards and the English departments events and reading challenges
- Take responsibility for own personal and professional development, maintaining a high level of current awareness regarding children's literature and developments in education and librarianship.

- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
- Manage the VLRC and ensure that the resources are up to date and relevant. To audit the use of the sites and make changes and additions as appropriate
- Updating the LRC policy and improvement plan as required.
- Preparing and leading Year 7 inductions sessions.
- Carry out regular checks and reboots on pupil computers in the LRC.

### **Extra contributions**

- To run book fairs and/or other book related events in school and externally as appropriate
- Wider pastoral care; monitoring and reporting concerns and issues as appropriate as they arise in the LRC

*This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation*

Signed: ..... Date: .....  
Post Holder

Signed: ..... Date: .....  
Co-Headteacher



## Person Specification Learning Resource Centre Manager

	Essential/ Desirable
<b>Qualification</b>	
Maths and English GCSE (or equivalent) Grade 4/C and Above	E
Level 3 Qualification	D
Qualification in the use of computer software/word processing	D
Further Education /Librarian qualification	D
<b>Experience</b>	
Experience of working in a learning environment	D
Experience of working with and supervising young people	E
Excellent IT Skills, including Microsoft Office, databases and web based information	D
Knowledge of Oliver (school library software)	D
Experience of supporting young people with their learning	D
<b>Skills and Attributes</b>	
Excellent Interpersonal skills	E
Ability to work on own initiative	E
Good written and verbal communication skills	E
Excellent team worker	E
Enthusiastic, conscientious and hardworking	E
Discretion and the ability to keep information confidential at all times	E
Willingness to be flexible	E
Empathy with young people	E
<b>Other Requirements</b>	
Vision to take the Learning Resource Centre on to the next stage of development	E
Suitable to work with children and young people	E