



THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE

London Road

Buckingham

MK18 1AT

Tel: 01280 812206

Fax: 01280 822525

Email: office@buckinghamschool.org

Website: www.buckinghamschool.org

Headteacher: Mr Andrew McGinnes

LEARNING RESOURCE CENTRE ADMINISTRATOR

REQUIRED FOR JANUARY 2019 OR AS SOON AS AVAILABLE

Bucks Pay Range 2 (£18,703 - £21,008)
pro rata £15,860 - £17,814

Hours per week 8.00am-4.00pm Mon-Thur, 8.00am - 3.30pm Fri (39 weeks/year)

An exciting opportunity has arisen to appoint a Learning Resource Centre Administrator. This is an exciting role, which puts you in the heart of our teaching and learning. The successful candidate will benefit from the rewards of engaging with our students daily and enhancing their learning experience.

Our Learning Resource Centre is the hub of our school, and encourages all students to use the facilities for research, reading for leisure and extra-curricular activities.

Working with our Assistant Headteacher you will have the opportunity to be creative, in order to bring our resource centre to life. In addition, supporting the school to deliver inspirational and motivating events i.e. world book day is an opportunity not to be missed.

You will be required to assist students to explore the information available to them and deliver any reading programmes, which will develop and engage them further in their studies

You will need to be someone who:

- Has a genuine interest in education
- Experience in working within a similar role, or experience in working with secondary aged students
- Interacts well with young people and a good team member
- Communicates well with students, parents and members of the community
- Is well organised, able to prioritise and function well under pressure
- Able to work within given guidelines and time scale
- Ability to use current technology to a high level
- Personable and approachable

In return, we will offer you:

- A personalised approach to Continuing Professional Development
- A role in a school that has a clear vision
- A supportive and inclusive staff environment

Please download a vacancy pack from the school's website www.buckinghamschool.org Your letter of application and completed application form should be addressed to Mr A McGinnes, Headteacher and sent to aallen@buckinghamschool.org.

Visits to the school are warmly encouraged, please contact Mrs Alison Allen, PA to Headteacher to arrange this: Tel 01280 818 920

Closing Date: 9am Friday 14th December 2018

Interview Date: Monday 17th December 2018

The school is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. We are also committed in promoting community cohesion, healthy school and young enterprise.

Success for All through Achievement, Challenge & Enjoyment

