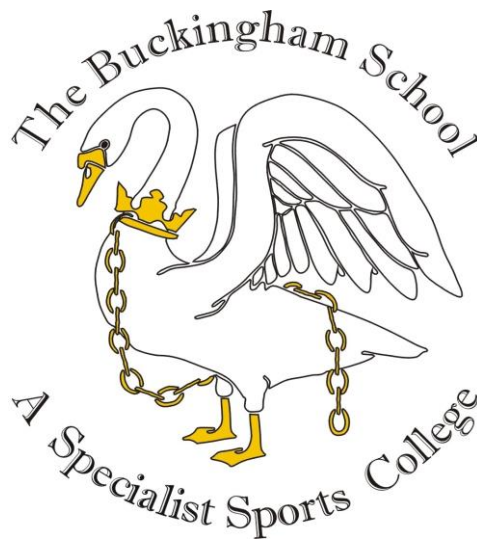


THE BUCKINGHAM SCHOOL A SPECIALIST SPORTS COLLEGE



JOB DESCRIPTION

LEARNING RESOUCCE CENTRE ADMINISTRATOR

JOB TITLE: Learning Resource Centre Administrator

GRADE: Bucks Pay Range 2

HOURS: 37 hrs per week Monday - Friday
39 Weeks (Term time, Plus 5 Inset Days)

ACCOUNTABLE TO: Assistant Headteacher, Pastoral

ACCOUNTABLE FOR: The Learning Resource Centre

PURPOSE

To provide and manage an efficient resource and information service for staff and students to include all Resource Centre resources (Books, Magazines and After School Clubs).

SPECIFIC DUTIES – RESOURCE CENTRE

- To manage the maintenance of information held within the Resource Centre and ensure support is provided to the relevant teaching staff.
- To supervise the Schools Resource Centre, promoting the efficient and effective use of its resources.
- To be responsible for maintaining a stimulating, welcoming and helpful environment within the Learning Resource Centre and to ensure the provision of displays of promotional / publicity material are current and relevant, including ARP display boards.
- To manage, monitor and review the operation of the Resource Centre lending system for the loan and retrieval of stock to include the setting of limits. To actively pursue late returns.
- To undertake the necessary administration and liaison with colleagues and (SLS) School Library Service, regarding the selection, acquisition, cataloguing and withdrawal of stock for / from the School Learning Resource Centre. To ensure maximum use is made of all stock.
- To be responsible for introducing new students, and staff, to the services available, including library induction.
- Ensuring we had a reasonable supply of ARP books at all levels and ordering relevant stock.
- Cataloguing all ARP books on the library database.
- Cross referencing all books with the ARP Book Guide facility and printing off the relevant ARP labels.

- Labelling all ARP books with the corresponding coloured labels and put the ARP book label inside.
- Unlocking students locked in the system due to inputting incorrect passwords.
- Ensuring that all students have access to the Library system called Eclipse which has an ARP element which they use for ARP book reviews and to access the English comprehension games that we use during ARP lessons.
- Setting up all students and allocating licenses to all ARP participants in all year groups with assistance from the IT Department.
- Lead Practitioner to advise on set lists for each year group. Allocate these students to classes and allocate licences. Provide class teachers with ARP paperwork.
- Setting up all the class files containing all the information required to track student progress in each lesson for each individual student as requested by Lead Practitioner.
- Adding to the system any students that join the school mid-term and making sure they do a STAR test.
- Moving students within classes on the system as and when necessary (if they are moving sets), as advised by Lead Practitioner.
- Ensuring that any students moving sets are moved on ARP.
- Making sure any leavers are removed from the ARP system and the license made available to somebody else.
- To support teaching staff and individual students when visiting the Resource Centre during lunchtimes / breaks or free periods.
- To ensure that correct use is made of any information technology within the Resource Centre and that other sources of information are fully utilised.
- To provide information for the preparation of financial records / information relating to the School Resource Centre and information services.
- To provide support to students during periods of contact and help promote the values and aims of the school.

GENERAL

- To be aware of the schools aims, organisational values and behaviours and their impact on this post.
- To contribute to all aspects of the Resource Team as and when required.
- To participate in working groups on school matters as required.
- To participate in the schools appraisal process.
- To carry out the duties of the post in accordance with the schools Equal Opportunities Policy.
- To carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by the acts or omissions at work, and to co-operate fully with the school in health and safety matters.

This job description will be supplemented by annual target based outcomes, which will be developed in conjunction with the post holder. The duties of the Learning Resource Centre Administrator may vary from time to time, as required by the Headteacher, without changing its general character or level of responsibility.

Signed: _____ Date: _____
(LEARNING RESOURCE CENTRE ADMINISTRATOR)

Signed: _____ Date: _____
(HEADTEACHER)