



BEVERLEY GRAMMAR SCHOOL

Learning Resource Centre Assistant Recruitment Information Pack



**Beverley Grammar School
Queensgate
Beverley
East Yorkshire
HU17 8NF**



LRC (Library) Assistant Recruitment Information Pack

Contents

Application Process	3
Vacancy Advert	4
Job Description	5/6
Person Specification	7



THE APPLICATION PROCESS

Completed applications should be:-

Posted to Mrs C Hoyle,
 Beverley Grammar School,
 Queensgate,
 Beverley,
 HU17 8NF.

Emailed to apply@beverleygrammar.co.uk

Short-listed candidates will be contacted by telephone/email with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need additional information, please contact Mrs C Hoyle in the first instance on 01482 881531.

THE CLOSING DATE FOR APPLICATIONS IS:

5 February 2024, 10.00 am
Interviews – 6 February 2024



Beverley Grammar School
Queensgate
Beverley
East Riding of Yorkshire
HU17 8NF
Tel: 01482 881531

Learning Resource Centre (Library) Assistant

Closing Date: 5 February 2024
Interview Date 6 February 2024
Salary: Point 3 £22,737pa - **Actual Salary paid will reflect TTO and part time contract**

Contract type: 17.5 hours per week,
Wed 12.30 – 4.00
Thurs 8.30 – 4.00 (30 minute lunch)
Fri 8.30 – 4.00 (30 minute lunch)
Term time only

Beverley Grammar School is a popular 11–18 boys' comprehensive with a Joint Sixth form with the neighbouring girls' school. We focus on creating a culture of success, a positive climate for learning, increased student attainment and achievement, and social and emotional development for all our students.

The post is responsible for:

- Assisting with all aspects in the effective running of the Learning Resource Centre
- Supervision and assistance to all users of the Learning Resource Centre
- Maintenance of the computerised Library Management Programme

Further details and application forms are available at www.beverleygrammar.co.uk Completed forms should be posted to Mrs C Hoyle, or emailed to apply@beverleygrammar.co.uk

Beverley Grammar School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Clearance from the Disclosure and Barring Service is required prior to appointment.



Job Title: Learning Resource Centre (Library) Assistant

Location: Beverley Grammar School, Queensgate, Beverley

Grade: 3

Hours: 17.5 hours per week, term time only

PURPOSE AND SCOPE:

Working alongside the Learning Resource Centre (LRC) Co-ordinator, principle responsibilities include:

- Assist LRC Co-ordinator with all aspects in the effective running of the Centre.
- Supervise and assist all users of the LRC.
- Maintain Computerised Library management programme.
- General whole school administrative function.

MAIN DUTIES AND RESPONSIBILITIES

- Assist with day to day running of the Centre;
- Provide range of learning and research tools for students and staff;
- Supervise and assist users of LRC as required including after school library-based activities;
- Promote and provide assistance with the use of the LRC's facilities and resources, including Internet access, to aid independent learning;
- Catalogue and classify resources, ensuring that stock is in good order. Shelving of new and returned books and maintaining resources in their correct order for ease of retrieval.
- Encourage reading for pleasure and enjoyment, being involved in reader development activities, e.g. World Book Day
- Maintenance of computerised library management programme:
- Assist the LRC Co-ordinator in management of Academy archives:
- Support development, implementation and review of administrative procedures applicable to the Library Service.
- Develop ideas and create display resources to enhance the library

General Duties

- Participate in the appraisal and professional development policy
- to carry out duties with due regard to the school's policies on equal opportunities, health and safety, and quality assurance.
- to perform other duties as reasonably corresponds to the general character of the post and are commensurate with its level of responsibility
- minor decision making to ensure the provision of a high quality Learning Resource Centre

Post holder may be required to work in more than one area of the school. If this involves using unfamiliar equipment, techniques or procedures, appropriate training will be given.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing needs of the school.

Date approved	January 2024		
Employee Signature		Headteacher	Gavin Chappell

BEVERLEY GRAMMAR SCHOOL
Learning Resource Centre (Library) Assistant

PERSON SPECIFICATION

Experience	Experience of working in a school or similar Learning Environment with students of relevant age .	Desirable	App form
Qualifications and Training	Good Literacy and Numeracy skills to GCSE standard IT literate – to be able to assist users Working towards a Librarianship qualification Willingness to undertake training as required	Essential Essential Desirable Essential	App form
Knowledge and Skills	Ability to encourage pupils to learn using available resources; Good verbal and written communication skills with people at all levels; Ability to gain respect of students through manner of confidence and authority; Able to organise own workload in the context of varied tasks; Effective time management and organisation skills. Knowledge of children's literature	Essential Essential Essential Essential Essential Desirable	ALL: App form & interview
Personal Qualities	Able to work calmly under pressure; Ability to self-manage, and be effective team member Ability to critically evaluate own performance and make any necessary changes to be more effective A methodical approach and a high degree of accuracy An interest in literature and the written word.	Essential Essential Essential Essential Desirable	ALL: App form & interview