



# CHIPPING NORTON SCHOOL

## JOB DESCRIPTION

### Learning Resource Centre Manager

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| <b>Job Title</b>        | Learning Resource Centre Manager  |                               |       |                      |                |
| <b>Reporting To:</b>    | Deputy Head (Teaching & Learning) |                               |       |                      |                |
| <b>Line Management:</b> | LRC Administrative Assistant      |                               |       |                      |                |
| <b>Salary Grade</b>     | 7                                 | <b>Point</b>                  | 13-17 |                      |                |
| <b>Hours per week</b>   | 37                                | <b>Working weeks per year</b> | 39    | <b>Hours of work</b> | By arrangement |

#### JOB PURPOSE

The Learning Resource Centre (LRC) Manager provides the leadership, operational management and professional infrastructure required to maintain our LRC as a calm, purposeful, and highly utilised hub for independent study, literacy and research. The postholder has professional oversight of the physical and digital learning environment, ensuring resources actively support the curriculum and nurture a school-wide culture of reading.

#### Key Responsibilities

##### 1. Strategic Leadership and Environment Management

- Maintain the LRC as a calm, structured, and purposeful environment optimised for independent study, small-group intervention, and research.
- Develop and implement operational policies that preserve the quiet, focused atmosphere of the centre during lesson times, break periods, and after school.
- Lead, deploy, and support the LRC Administrative Assistant and coordinate student volunteers to ensure seamless daily operations.
- Evaluate, design, and manage the physical layout and display infrastructure to create an inclusive space reflecting our commitment to *Everyone Belonging, Everyone Achieving*.

## **2. Resource and Digital Infrastructure Management**

- Manage the school's digital cataloguing system, overseeing the precise classification, indexing, and circulation of all physical and digital media.
- Conduct regular audits of the stock to ensure resources are current, evidence-informed, and closely aligned with curriculum changes and diverse reading needs.
- Oversee the LRC budget, ensuring cost-effective acquisition of resources and maintaining robust systems to monitor stock retention.
- Manage digital learning provisions within the space, supporting students in developing critical digital literacy and research skills.

## **3. Curriculum and Literacy Support**

- Collaborate with colleagues to design and deliver structured library induction programmes for new student cohorts.
- Provide professional guidance to students and staff on selecting appropriate reading materials and navigating research databases.
- Organise targeted reading initiatives and literature events that support reading progress across all key stages.
- Support teaching staff by curating bespoke resource packages for specific subject units and research projects.

## **4. Publicity**

- Discuss publicity opportunities with line manager and school staff
- Identify in-school opportunities that can promote the work of the school
- Promote the school to the wider community via the school website and Facebook pages
- Oversee the production of the school newsletter

## **5. Safeguarding and Professional Standards**

- Maintain a safe, supervised environment, managing student behaviour in line with the school's established behaviour policy.
- Identify and report any safeguarding or welfare concerns immediately in accordance with school policies and Keeping Children Safe in Education (KCSIE) guidance.

## **Person Specification**

### **Qualifications & Knowledge**

- Educated to A-Level or equivalent (essential); a professional qualification in library/information management or a degree level qualification (desirable).
- Strong understanding of digital cataloguing software and data management systems (essential).
- Knowledge of adolescent literature, text bands, and evidence-informed strategies that support reading acquisition and retention (desirable).

## Experience

- Experience working within an educational setting, library infrastructure, or a structured environment involving young people (essential).
- Experience managing administrative systems or data-led tracking processes (essential).
- Experience supervising or directing the work of others, such as assistants or volunteers (desirable).

## Skills & Mindset

- **Communication:** Excellent interpersonal skills with the ability to communicate with authoritative calmness and absolute clarity to both students and professional colleagues.
- **Organisation:** Exceptional organisational and time-management skills, with the capacity to manage a high-volume hub with minimal supervision.
- **Relational Trust:** A calm, empathetic presence with high expectations of student conduct and a commitment to maintaining a respectful, collaborative culture.
- **Problem Solving:** Flexibility and initiative when managing competing demands during peak periods of the school day.

This role includes regulated activity relevant to children.

River Learning Trust and Chipping Norton School are committed to safeguarding and promoting the welfare of all children and preventing extremism. We conduct checks and online searches in accordance with Keeping Children Safe In Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For documentation, please see [RLT Safer Recruitment Documents](#) Visit our website [www.riverlearningtrust.org](http://www.riverlearningtrust.org) for up-to-date policies including our Child Protection and Behaviour policies.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants, click this link: [List of offences that are not filtered](#)

We don't just accept difference; we celebrate "different contributions"; and are dedicated to building an inclusive environment where every colleague can thrive. If you require any reasonable adjustments during the recruitment process, please let us know so we can support you to be at your best.

The school reserves the right to consider and interview candidates ahead of the closing date if appropriate. An offer may be made to an exceptional candidate in this instance. All staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

Please note: We do not accept CVs; please apply via My New Term.

Signed .....  
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(Employee)

Dated

Signed .....  
.....  
(Line Manager)

Dated

*Updated JD June 2026*