

MATRIX ACADEMY TRUST
Job Description – Resource Centre Coordinator

Based At:	Etone College
Arrangement	Full time – 37 Hours Term Time Only Working Hours: Monday–Thursday 8.00am–4.00pm, Friday 8.00am–3.30pm (including a 30 minute lunch)
Salary	Scale Group 2 Spine Points 5-8
Main Purpose:	In this role you will run the iCentre and library on a daily basis maintaining and updating Ipads/kindles and books ready for pupil/staff use.
Main Activities:	- You will be responsible for the booking of the iCentre/Glass box/Ipads and kindles - Maintain and update iPads and kindles ready for daily use, researching new ways they can be used and how they can be improved - Helping during booked lessons, offering assistance with any technical issues students have - Assist students as required in writing personal statements to sending emails - Using the library system (Oliver) for issuing, returning books, printing reports, updating records - Buying books for the library, inputting them into the system - Researching books, what students are reading, what you think they would enjoy, what other schools are buying, what new releases are due - Look for new Apps, researching them and ensuring they are appropriate - Uploading photos, videos and books ready for lessons and removing when no longer needed - Cleaning up the room after use, making sure it always looks well presented. Making the iCentre a nice place to work
General:	- Participate in training and other learning activities and performance development as required. - Contribute to the overall ethos/work/aims of the school - Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. - Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. - Be aware of, support and ensure equal opportunities for all. - Contribute to the overall ethos/work/aims of the school. - Appreciate and support the role of other professionals. - Attend and participate in relevant meetings as required. - Participate in training and performance development as required. - First aid to pupils, staff and visitors as required. - To attend First Aid training as required.

[https://matrixacademytrust-my.sharepoint.com/personal/mackon_matrixacademytrust_co_uk/Documents/Documents/Downloads/Resource Centre Coordinator \(Barr Beacon\).docx](https://matrixacademytrust-my.sharepoint.com/personal/mackon_matrixacademytrust_co_uk/Documents/Documents/Downloads/Resource%20Centre%20Coordinator%20(Barr%20Beacon).docx)

	• To undertake any duties reasonably directed by the Headteacher.
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	Essential	Desirable
Skills/Abilities, Knowledge and Experience	• Love of reading, being able to talk enthusiastically with students about books, take an interest in books and reading • Good Keyboard skills • Good communication and listening skills • Excellent knowledge of Microsoft Office • Self-motivated and enthusiastic • Ability to work well under pressure, multitask and prioritise important tasks • You will need to be highly organised • Able to respond effectively to changing priorities • A friendly and professional person and demonstrates support and a commitment to providing a quality service	• Appropriate knowledge of first aid (Training will be provided if required) • A willingness to learn new skills and undertake relevant professional development • Good understanding and ability to use relevant technology

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date: