

MATRIX ACADEMY TRUST
Job Description – Resource Centre Manager

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 Point 5-8
Main Purpose:	In this role you will run the Resource Centre and Library, ensuring the environment is respected by everyone, using creative approaches to promote reading and supporting leaders in running targeted reading interventions to support weaker readers.
Main Activities:	- You will be responsible for the booking of the iCentre/Glass box/iPads and kindles - To provide and maintain an effective, efficient and welcoming Resource Centre for all pupils, students and staff. - Make sure any electronic devices are ready for daily use. Where relevant, researching new ways they can be used. - Provide support to staff in supervising groups of pupils in the library. - Support the implementation of reading interventions, as determined by the senior leader in charge of reading. - Work with senior leader in charge of reading to track pupils' reading improvements. - Using the library system (Oliver) for issuing, returning books, printing reports, updating records. - Researching new books, what students are reading, what you think they would enjoy, what other schools are buying, what new releases are due. Ordering these new books after discussing with line manager. - Encourage a love of reading across the wider school community through communication with staff and being involved in events such as World Book Day. - Look for new educational apps, research them and ensure they are appropriate. - Making the Resource Centre a nice place to work including making sure pupils treat the Resource Centre with respect, cleaning up the room after use. - Assist with any other administration duties deemed appropriate by line manager. - Collaborate with other Resource Managers across the trust, supporting each other in getting the best provision for Matrix pupils.
Additional Duties:	- To play a full part in the life of the school community and to support its distinctive mission and ethos. - Promote and safeguard the welfare of children and young people 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 and supports its distinction mission - Appreciate and support the role of other professionals. - Participate in training and performance development as required

	Any other duty as deemed appropriate to the post by the Headteacher.
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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:

MATRIX ACADEMY TRUST
Person Specification – Resource Centre Manager

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
Qualifications		
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A/I/S
Any other relevant qualifications e.g. A Levels, Degree, Apprenticeship	D	A/I/S
First aid trained	D	A
Experience and Knowledge		
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office)	E	A/I/S
Familiar with office equipment e.g. phone systems, printers	E	A/I/S
Being able to talk enthusiastically with pupils about books	E	A/I/S
Work effectively with pupils in small groups assisting them with their reading	E	A/I/S
Have a passion and interest in books and reading	E	A/I/S
Good understanding and ability to use relevant technology e.g. iPads	E	A/I/S
Working within a school or busy environment	D	A/I
Working with children of a similar age to support learning and reading	D	A/I/S
Experience updating devices such as iPads	D	A/I/S
Practical Skills, Personal Qualities and Behavioural Attributes		
Excellent verbal and written communication skills	E	A/I/S
Good time-management, organisational skills and work-planning	E	I
Effective team worker	E	I
Excellent inter-personal skills, with both children and adults	E	I
Self-motivated and enthusiastic	E	A/I
An ability to remain calm when under pressure	E	I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Able to confidently handle queries and challenges	E	I
Willingness to learn new skills and undertake relevant professional development	E	I

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).