

**TRINITY CATHOLIC HIGH SCHOOL
(Science and Sports College)**

Headmaster: **Dr P C Doherty OBE, B.A., D.Phil (Oxon), F.R.S.A.**
Main School Office: Mornington Road, Woodford Green, Essex, IG8 OTP
Telephone: 020 8504 3419 Fax: 020 8505 7546
Website: <http://fc.tchs.uk.net>

Learning Resource Centre Administrator
36 hours per week - 44.2 weeks per year
Salary Scale 5, Point 22 - 25. £22,506 - £24,510 (full time equivalent)

Trinity Catholic High School wishes to appoint a Learning Resource Centre Administrator to work in the Learning Resource Centre. The successful applicant must be organised, flexible and computer literate.

Trinity Catholic High School is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.

The ideal candidate will need to be able to work flexibly within the team, providing a high quality service to staff and students. They should have the ability to build a rapport with students as well as maintaining an environment conducive to their learning. They will need to be able to assist in the development and operations of the Learning Resource Centre and deal with a wide range of duties including: issuing books and resources, dealing with enquiries, reservations, information retrieval and shelving. They will also need to assist in the maintenance and ordering of new materials and resources, making sure they are actively promoted with staff and students.

Please note that due to high volumes of applications only shortlisted candidates will be contacted.

We can only accept a standard application form and **not CV's**. Please download this from our website. If you have any queries, please contact Mrs Samantha Gillary at sam_gillary@fc.tchs.uk.net for further details.

Closing date for receipt of completed application forms is **Wednesday, 21st March 2018.**