



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

***Chairman of Governors: Mrs M Bishop***

**Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA**

**Learning Resource Centre Administrator  
Job Description**

**Role Summary**

- To supervise students in the Learning Resource Centre, maintaining good order and discipline among students and safeguarding their health and safety whilst using the LRC and its resources.
- To ensure efficient and effective organisation and administration of the Learning Resource Centre.
- To take responsibility for the resourcing, managing and promoting the use of the Learning Resource Centre.
- To provide learning support service to meet the information needs of staff and pupils.
- To assist the sixth form team and general teaching staff with administration support.
- To carry out a wide range of library and other administrative duties, including the operating of booking systems, maintaining records, sorting and cataloguing learning resources, stock-taking, preparation of display exhibitions and administration support for nominated staff.
- Manage links with the Educational Library Service, manage stock control.

**Duties include the following:**

- Undertaking all aspects of the Learning Resource Centre administration.
- To supervise Sixth Form pupils during their periods of study and all students when using the Library, maintaining a quiet academic learning environment for them to study.
- Monitoring of student attendance when timetabled in the Learning Resource Centre, checking reasons for pupil absence and maintaining records of attendance, ensuring that registers are completed accurately.
- To inform the Head of Year 12 of any pupils absent without permission from study periods.
- To developing positive relationships with all students, with a particular focus on supporting students independent study skills.
- To support students in the use of ICT and other learning resources in a courteous and friendly manner.
- Maintain the Learning Resource Centre in good order and create/maintain a quiet, controlled atmosphere conducive to study and learning.
- Maintain and promote high standards of behaviour in the Learning Resource Centre.
- Supporting students using the Learning Resource Centre, ensuring that that the work area is conducive to aid effective study; locating library and other resources, undertaking necessary administration, dealing with technical issues and other general queries
- Developing and maintaining all library resources to include a sixth form careers library inclusive of UCAS prospectuses and apprenticeship information.
- Providing effective support for students, as required, including being fully conversant with the UCAS application process to provide appropriate support.
- To liaise with Heads of Year regarding the behaviour of pupils and to advise on ways to improve the learning environment.
- Ensuring effective communication, through the distribution of messages to staff and students, and the distribution of work when teaching staff are absent.
- To ensure the Learning Resource Centre is neat and tidy at all times.
- To supervise examinations when required.
- Handling enquiries e.g. books, internet queries
- Introducing and explaining relevant library services, rules and regulations to new and existing users
- Registering users
- To catalogue and display books and other materials in the Learning Resource Centre:
- Carrying out routine procedures associated with the ordering, receipt and distribution of materials and payment of invoices

- Shelving, filing, tidying, stocktaking and routine maintenance of materials
- Circulation via a manual or automated library management system e.g. issue, discharge, renewal and request procedures for all resources
- Preparation of materials and collections for use, distribution or disposal
- Keyboarding/word processing information as appropriate
- Maintaining the library database.
- Assist with setting up and re-organising the library, e.g. moving and re-organising stock, materials, furniture and equipment, as required.
- Work with individual pupils in assisting them to select books that match their level of literacy and areas of interest.
- Teach library skills, information retrieval skills, revision and study skills as required
- Work in a positive way to minimise the incidents of late returns and loss.
- Advice on copyright issues so as duplication of materials does not infringe copyright laws.
- Work with subject leaders to develop their schemes of work by identifying resources and equipment that will be of use to them.
- Support the whole school drive to improve literacy.
- Organise curriculum support including resources for teaching staff.
- Develop links with other school libraries/librarians and the Library Service.
- Receive visitors, including prospective pupils and parents, and promote the Learning Resource Centre to them by giving a brief tour of the facilities.
- To undertake training and development relevant to the post.
- To devise and compile the Library/Learning Resource Centre budget for approval by SMT
- To identify gaps and deficiencies in learning materials and recommend appropriate expenditure.
- To make bids for additional funding from internal and external sources.
- To provide clerical support to assigned departments.
- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post, undertaking other tasks in line with the above accountabilities as directed by the SMT

**This job description is subject to review and may change as the role develops**