



The  
Chalfonts  
Community  
College

## JOB SPECIFICATION

### Careers and Library Administrator

**Line Manager:** Assistant Principal – Teaching and Learning

**Salary:** FTE £24,240 (actual salary £20,375)  
37.5 hours per week  
Term time only

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is also expected that the role will develop, working to specific strengths of the successful candidate.*

*The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

#### **Role and Responsibilities:**

The Learning Resource Centre is our school library and is a vital part of the community at Chalfonts, supporting students, teachers and departments to develop and promote a love of reading for pleasure. The Careers and Library administrator will also work actively alongside departments to enable staff and students to make full use of the wide range of services provided by the LRC, such as research tools, careers information, links to external services.

#### **Key tasks:**

To manage and develop the learning resource centre, promoting information, reading and literacy to support teaching and learning across the College.

- To focus on developing students' skills in finding and using information both in print and ICT based formats, including printing homework and managing the printers
- Stocktake the LRC every three years
- To encourage students to develop literacy skills and the desire to read for enjoyment by running clubs.
- Supervise the entrance at break and lunch to promote a positive learning environment within the LRC
- To ensure the LRC is easily accessible, welcoming and provides up-to-date books both fiction and non-fiction/magazines/newspapers and welcomes suggestions for purchases.
- To support the learning activities of students who use the LRC before / during / after school.
- Implement effective retrieval, indexing, classification and cataloguing of all LRC resources in Work with individual departments to ensure resources in the LRC are up-to-date and effective.
- Conduct Year 7 induction workshops in September.
- Complete references, where requested, for those students who have left the school.
- Accompany teaching staff and pupils on visits including careers trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.
- Administration and running of Work Experience under the direction of the Careers Leader using Unifrog and Compass+ for Year 10 and 12 to ensure we comply with new Gatsby Benchmarks and Health and Safety regulations. We must show purpose with learning outcomes and include reflections as well as skills learnt.

- Coordinate and administer experiences of the workplace with Years 8 and 9. Ensuring correct google forms completed and uploaded into Unifrog and Compass.
- To support with admin tasks for Careers Calendar for Employability Day
- Support completing trip system administration for Careers trips

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the Academy and the pastoral care of the students in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

### **The Chalfonts' Staff Ethos**

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend academy events such as Open Evening.
- To actively promote the academy's policies.
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

## PERSON SPECIFICATION - Careers and Library Administrator

	Essential	Desirable
<b>Qualifications and experience:</b>	<ul style="list-style-type: none"> <li>• Previous experience of working with young people. Knowledge of the range of barriers to learning that young people face.</li> </ul>	<ul style="list-style-type: none"> <li>• Further education qualifications in a related field.</li> <li>• Experience of providing high level support in a busy, learning environment.</li> </ul>
<b>Knowledge and skills:</b>	<ul style="list-style-type: none"> <li>• Knowledge of, and enthusiasm for, children's literature and children's resources to support the curriculum</li> <li>• Understanding of the needs of students and staff in a school setting for research support and reading for enjoyment</li> <li>• Excellent verbal and written communication skills appropriate to the need to communicate effectively with all stakeholders.</li> <li>• Ability to build and form good relationships with students, colleagues and other professionals.</li> <li>• Be able to ensure appropriate behaviour in pupils, while maintaining a pleasant and welcoming environment</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Access-IT and Sora</li> <li>• Creative display work</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A good communicator and team worker</li> <li>• Ability to organise and prioritise own workload</li> <li>• Ability to build and sustain professional standards, relationships and personal boundaries with young people and other stakeholders</li> <li>• Confidence in working with students aged 11 -18 and ability to deliver information literacy and research skills sessions to them</li> <li>• Can inspire pupils to read and encourage a love of books</li> <li>• Ability and courage to innovate</li> <li>• Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students</li> <li>• Integrity and honesty</li> <li>• Willingness to be involved in the wider life of the school</li> <li>• Flexible</li> <li>• Commitment to continued professional development</li> <li>• Warmth and a sense of humour</li> </ul>	