



Alsager School

Alsager school requires ASAP:

LRC Officer (Permanent)

For September 2024

[Responsible to: SLT Link]

Grade 5; scp 7 – 11, 38 weeks (Term-Time)

37 hours - £20,424 to £22,334 (actual salary)

(Full time equivalent: £24,294 - £25,979)

Thank you for your enquiry about the above permanent post, working during term-time.

This post is based in our modern Learning Resource Centre housed on the second floor of the Parker building. The LRC has one permanent staff member along with a team of student library helpers who look after this resource, alongside the English faculty. The library holds approx. 8,000 fiction, non-fiction and references books, there are 30 desktop computers, printers and quiet areas with soft seating for reading.

The LRC is open every break and lunchtime, in the morning at 08:30 before school begins and after school until 4:30pm Mondays to Thursdays and closes at 3:15pm on Fridays to students.

About the School:

Alsager School is a large 11-18 school, with 1569 pupils on roll, including approximately 313 students in the Sixth Form and is the only secondary school in the town. We currently employ in excess of 100 teaching and 75 support staff. TCT currently comprises of Alsager School, Alsager Highfields Primary school, Weston Village Primary School, situated near to Crewe, Brine Leas School, Nantwich and Audlem St. James CofE Primary school.

Alsager School is a fantastic place to work with motivated and well-behaved students, a committed and experienced governing body, dedicated staff and supportive parents. Children of all abilities make impressive progress throughout the key stages. We are one of the highest performing schools in Cheshire East, and our last Ofsted in January 2023 graded the school as Good in all areas.

Alsager School, Hassall Road, Alsager, Cheshire ST7 2HR

Telephone: 01270 871 100 • Email: admin@alsagerschool.org • Web: www.alsagerschool.org

Headteacher: Mrs A O'Neill



The Cornovii Trust
CEO: Mr R Middlebrook

The Cornovii Trust is a charity and a company limited by guarantee,
registered in England and Wales with company number 8597784
and having its registered office at Hassall Road, Alsager, Cheshire ST7 2HR



Alsager School

Principal Responsibilities:

Manage the procurement of all goods, services, equipment and administration tasks within the LRC.

To organise the general day-to-day running of the Library/Learning Resource Centre and to promote the Library/Learning Resource Centre as an effective centre for independent learning for all students.

No	MAIN RESPONSIBILITIES
1	To organise the day-to-day running of the Learning Resource Centre and liaison with school staff as required over Learning Resource Centre related issues.
2	Liaison with Curriculum Leads in order to review their requirements and observations on Library/Learning Resource Centre issues.
3	To promote the development of reading and literacy skills for information, recreation and reading for pleasure.
4	Management and administration of the Library/Learning Resource Centre budget.
5	To manage all matters concerning Library/Learning Resource Centre software, security and furnishings.
6	Production of Library/Learning Resource Centre newsletters, development of competitions and other promotional events.
7	To establish, maintain and develop links with the school's wider community and support services.
8	Ordering and checking receipt of school materials and equipment for the LRC.
9	Undertake other administrative duties to facilitate the smooth running of the LRC.
10.	To encourage and manage pupil helpers and other volunteers in the operation of the library.
Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

Alsager School, Hassall Road, Alsager, Cheshire ST7 2HR

Telephone: 01270 871 100 • Email: admin@alsagerschool.org • Web: www.alsagerschool.org

Headteacher: Mrs A O'Neill



The Cornovii Trust
CEO: Mr R Middlebrook

The Cornovii Trust is a charity and a company limited by guarantee, registered in England and Wales with company number 8597784 and having its registered office at Hassall Road, Alsager, Cheshire ST7 2HR



Alsager School

In conclusion:

In order to ensure the future successful development of our school, we are keen to appoint only staff of the highest ability or with the greatest promise. Working at Alsager School is demanding but the rewards are commensurate in a school with strong leadership, dedicated staff, supportive parents and pleasant, friendly and highly motivated pupils. The School is proud of its supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

Alsager School is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

How do I apply?

If having read this information, you find the post and Alsager School appealing, we would like to hear from you. Application is by completion of the School's two part Application Form. CV's will not be accepted. Please also remember to complete the Rehabilitation of Offenders Statement and Equal Opportunities Questionnaire [Diversity].

It is important that your supporting statement should give comprehensive information about your skills and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

The closing date is **noon on Monday, 15th July 2024**. Interviews will be held on Wednesday, 17th July. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

Completed application forms should be returned to: Mrs Ashley Owen
H.R. Manager
Alsager school
Alsager ST7 2HR

Your completed application should be received in school no later than **12 noon on Monday 15th July**. ideally via email to Mrs Owen at jobs@thecornoviitrust.org.

NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.

Alsager School, Hassall Road, Alsager, Cheshire ST7 2HR

Telephone: 01270 871 100 • Email: admin@alsagerschool.org • Web: www.alsagerschool.org

Headteacher: Mrs A O'Neill



The Cornovii Trust
CEO: Mr R Middlebrook

The Cornovii Trust is a charity and a company limited by guarantee,
registered in England and Wales with company number 8597784
and having its registered office at Hassall Road, Alsager, Cheshire ST7 2HR



Alsager School

All electronically submitted applications will be acknowledged.

It is the School's practice to take up references for all shortlisted candidates. **One referee should be from your current or most recent employer.** Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of a friend.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Yours sincerely,

Ashley Owen
H.R. Manager

bpi/ LRC Officer/June 2024

Further details about the School are available from our website: www.alsagerschool.org

Alsager School, Hassall Road, Alsager, Cheshire ST7 2HR

Telephone: 01270 871 100 • Email: admin@alsagerschool.org • Web: www.alsagerschool.org

Headteacher: Mrs A O'Neill



The Cornovii Trust
CEO: Mr R Middlebrook

The Cornovii Trust is a charity and a company limited by guarantee,
registered in England and Wales with company number 8597784
and having its registered office at Hassall Road, Alsager, Cheshire ST7 2HR



Alsager School

PERSON SPECIFICATION

Job Title: LRC OFFICER

Grade: 5; scp 7 - 11

CRITERIA	ESSENTIAL	DESIRABLE
Experience	Enjoy working with and have an understanding of how children learn. Proficient in all Microsoft office applications.	Previous experience in the education field.
Qualifications/ Knowledge	Literacy and numeracy to include GCSE Maths and English. Understanding of how a library works and is organised including bespoke cataloguing and classification systems.	
Personality	Evident personal authority - ability to command respect from students. A positive outlook. Energetic & adaptable. Reliable. Enjoy a challenge. Able to show and use discretion.	Self-confidence.
Special Aptitudes	Excellent interpersonal skills. Self-motivated with an ability to use own initiative. Excellent organisational and time management skills. Willingness to work hours flexibly. Ability to work as an effective team member. Commitment to safeguard & promote the welfare of children. Budget management.	Have high expectations of themselves. Desire to be involved in further training.
Physical Attributes	Pleasant manner.	

Alsager School, Hassall Road, Alsager, Cheshire ST7 2HR

Telephone: 01270 871 100 • Email: admin@alsagerschool.org • Web: www.alsagerschool.org

Headteacher: Mrs A O'Neill



The Cornovii Trust
CEO: Mr R Middlebrook

The Cornovii Trust is a charity and a company limited by guarantee, registered in England and Wales with company number 8597784 and having its registered office at Hassall Road, Alsager, Cheshire ST7 2HR