



Learning Resource Centre Manager

Grade 5 (Actual starting salary £14,825)
37 hours per week, term time only plus inset days

“OUTSTANDING” (Ofsted 2011)

Would you like to become part of a high achieving academy who are recognised as Outstanding in a recent Ofsted inspection?

Crofton Academy, Specialists in Maths and Computing, is a co-educational comprehensive day academy where the age range of the pupils is 11 to 16. Situated just outside Wakefield in the sought after village of Crofton we are popular locally and beyond our catchment area.

An exciting opportunity has arisen for a Learning Resource Centre Manager who will lead the development of our new learning resource centre, previously the school and community library, which will play an integral part within the school and have a focus on literacy development. The post holder will;

- Manage the Academy’s Learning Resource Centre (LRC), managing the internal loans of books, overseeing and maintaining all resources for use by pupils and staff.
- Promote and support the Academy’s Literacy Policy.
- Ensure health and safety in the LRC is paramount at all times.
- Be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this job.

The successful candidate will;

- Be excited about the opportunity to develop and establish the LRC
- Encourage literacy and the enjoyment of reading
- Have the ability to work independently and have the initiative to resolve issues as they arise
- Have strong interpersonal and communication skills
- Effective organisation skills
- Be able to support and challenge pupils

We are able to offer staff a secure, supportive environment with continuous professional development. If you have the vision and drive for excellence and want to join an Academy where relationships for learning are fundamental to our continued success we would be delighted to hear from you.

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to undertake an enhanced DBS disclosure.
Head teacher : Mr Jez Horsley*

All relevant information and application forms can be downloaded from the school website at www.croftonacademy.org.uk
For further enquiries, please contact Louise Stirk, PA to Headteacher at louise.stirk@croftonacademy.org.uk
The closing date for fully completed applications is noon on Thursday 13 November 2014