



Kenilworth Multi Academy Trust

ASPIRING TO EXCELLENCE THROUGH QUALITY, AMBITION AND INDEPENDENCE

Learning Resource Centre (LRC) Assistant

13 hours and 15 minutes per week, term time only

Salary: £23,114 to £23,500 per annum pro rata

Actual salary: £6,906 to £7,022 per annum

(Band D points 4-5)

The School

Kenilworth Multi Academy Trust has a vacancy for an LRC Assistant with an immediate start at Kenilworth School and Sixth Form.

Kenilworth School and Sixth Form is the only secondary school in the community of Kenilworth, is oversubscribed with engaged and motivated pupils. In September 2023 we opened our doors of Kenilworth School after relocating to a brand new, bespoke campus on Glasshouse Lane, Kenilworth.



Ofsted rated the school as Outstanding in November 2023, maintaining our rating from 2013. The post holder will join a supportive team with opportunities for professional development.

Our educational ethos encourages our students to be responsive, resilient, to have reasoning, be reflective and resourceful in their learning.

The Role

We have a vacancy for a Learning Resource Centre Assistant to work in our popular and well-appointed Learning Resource Centre. Working alongside the LRC Manager you will help encourage a love of reading and provide a welcoming space for all our students.

Main duties of role include, but are not limited to:

- issuing and returning books
- processing new books (covering and stamping)
- assisting students to find books including recommendations for what to read next
- assisting students with research for homework and coursework
- maintaining general tidiness within the Learning Resource Centre including shelving returned items
- use of the in-house software systems to include Infiniti and Bromcom, of which training can be provided
- Use of other IT systems to include Word and Excel.

Working Pattern:

The working pattern for the role is:

Wednesday: 9am to 4.30pm (with an unpaid 30 minute break)

Friday: 9am to 3.45pm (with an unpaid 30 minute break)

We can offer you:

- Excellent CPD opportunities
- A supportive team of colleagues within the team and across the school
- A positive, community school environment with an innovative learning culture
- A dedicated and forward-looking management team, with highly skilled staff upholding high expectations and aspirations for our students
- A wide enrichment programme in which you can participate
- Employee well-being benefits via our healthcare programme (Benenden) to include health diagnostics, physiotherapy, 24/7 GP and mental health support, retail and gym discounts, free flu vaccination, free parking and free electric car charging and use of an on-site fitness suite.

To Apply

Please visit <https://www.ksn.org.uk/723/vacancies> to view a job description, person specification and to download an application form from the Download section. Completed applications should be emailed to Deena Perry, HR Manager at D.Perry@kmat.org.uk

Please note we cannot accept a CV as an application.

Safeguarding

Kenilworth Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will therefore undertake an enhanced DBS check.

Closing Date: Monday 19 February 2024 at 9am.