



The  
**3-18**  
Education  
Trust

# Applicant Information Pack

## Hub (Learning Resources Centre) Manager



*Selfless - Self Assured - Successful*



## Headteacher Letter to Applicants

Thank you for the interest you have shown in our school.

St Martins School is a very special place. We deliver child-centred, individually tailored education because of our small size and unique position in our community. This family ethos surrounds all who work and study here, creating a safe, supportive and nurturing environment. Our recent Ofsted describes us as “a small school with a big heart” and “Senior leaders have high aspirations for every pupil and have created an ambitious curriculum to meet these high expectations.” The pupils build trusting relationships with staff, based on mutual respect from nursery to year 11, pupils feel happy, valued and safe.

I very much hope that after reading the information below you will feel that you want to play your part in securing the very best education for the students of St Martins.

The following ethos is a commitment shared by staff and governors. We will:

- Recognise and foster academic ability so that individual excellence can be achieved
- Deliver the highest quality teaching, enabling children to maximise their potential throughout their learning journey 3-16
- Create a family ethos of safety, support and nurture where respect for each other is a given
- Create an inclusive environment where children of all abilities and backgrounds make a positive contribution to school life and the wider community
- We will encourage children to think independently and make informed decisions enabling them to have high aspirations about their future
- We will work with children and families in constantly reviewing progress and supporting differing developmental needs

This is an incredibly exciting time as we further develop and maximise the value of being an all through school through the new pastoral system, school house structure and offer the very best transition and personal development for students.

Sue Lovecy Head of School



## About our Trust



The 3-18 Education Trust is currently made up of five schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

### **Our Vision:**

To ensure every individual is in a great school.

### **Our Mission:**

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

### **Our Values:**

- Accomplished: to provide high quality education and training for all
- Resilient: to be solution focused and able to intelligently manage challenges
- Compassionate: to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details. For further information about our schools, please click on the links to their websites below:



<https://www.3-18education.co.uk/schools/coleham-school/>



<https://www.3-18education.co.uk/schools/the-priory-school/>



<https://www.3-18education.co.uk/schools/st-martins-school/>



<https://www.3-18education.co.uk/schools/thomas-adams-school/>



<https://www.3-18education.co.uk/schools/william-brookes-school/>

## Job Description



The  
**3-18**  
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<b>Title of Post</b>	Hub (Learning resource centre) Manager
<b>Post Status</b>	Permanent with a probation period Term Time only (27.5 hours per week) plus one week in the holidays
<b>Salary/TLR/ Allowance</b>	Grade 6
<b>Reporting to</b>	Deputy Head – teaching & Learning/PA to Head of School

### PURPOSE OF POST

To ensure that the HUB Centre and Primary mini Hub are at the heart of school life and to play a central role in developing a culture of reading within the School.

To manage independent learning groups, giving guidance and advice to students and staff in order to provide an inspirational learning resource.

To take overall responsibility for the management of the School's Hub Centre and Primary mini hub, including internal fitting and stocking and ensuring the purchase, cataloguing, tagging and organisation of all resources appropriate to the learning needs of the students and staff. Make the Hub attractive and accessible to all children and staff, including displays, guiding and publicity materials

### **MAIN DUTIES**

- To work alongside the line manager, Head of English, Literacy Coordinator secondary and primary to support the School's Reading and Literacy Policies
- To manage the Hub and mini Hub and student helpers in order to ensure it is operating in an efficient manner and meeting the needs of the School
- To manage and maintain the Library Management System, keeping accurate and current records of all learning resources in accordance with School policy
- To write an annual Hub Centre Development Plan and monitor closely its implementation
- To keep up to date with major changes in the profession
- To classify and catalogue all books and learning resources and ensure that the Hub/Mini Hub are an engaging learning environment
- To manage and develop the physical layout, furniture and fittings of the Hub/Mini Hub
- To promote the use of the Hub at break time and after school

- To support staff with reprographics and use of equipment in the Hub
- To monitor and account for learning resources being used in the Hub
- To organise a variety of events to promote reading and the use of the Hub across the academic year eg World Book Day

#### **SCHOOL'S READING POLICY**

- To provide a HUB CENTRE Skills Induction Programme for all new students
- To run a lunch club school enrichment activity every week to help develop a life-long love of reading amongst the students
- To attend meetings with relevant teaching staff to identify current and future resources and information needs
- To promote and facilitate independent learning and individual development in the HUB CENTRE
- To provide multimedia learning resources for staff and students in active support of the curriculum and its development

#### **Organisation**

- To work with the English and Art departments providing classroom resources/reprographics duties
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with staff etc.
- To mentor pupil's if requested by SLT.
- To ensure effective communication and consultation, as appropriate, with SLT, staff, governors and outside agencies

#### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, E – safety, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Undertake annual appraisal in line with the school's policy.
- Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good level of GCSE (or equivalent) education including Maths and English</li> <li>• Successful experience of working in an educational setting, youth work or in voluntary activities</li> <li>• First Aid qualification or willingness to complete the training</li> </ul>	<ul style="list-style-type: none"> <li>• Indefatigable energy and resilience</li> <li>• Experience of developing and delivering training sessions</li> <li>• Qualified Librarian, or willingness to undertake this qualification</li> </ul>
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>• An interest in and commitment to inclusive 'all through' education</li> <li>• Good IT skills including Microsoft word and excel.</li> <li>• Have a genuine interest in seeking out new knowledge, and be able to present this to students and staff</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of children's literature and children's resources to support the curriculum</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills.</li> <li>• Ability to relate well to children and adults</li> <li>• Good planning and organisational skills</li> <li>• The ability to work successfully with colleagues from across the through school</li> </ul>	
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>• The passionate belief and determination that all students are capable of success</li> <li>• Be a team player who is able to adapt and play an active part in the journey of St Martins School</li> <li>• Flexibility, empathy and a sense of humour</li> <li>• The ability to build positive relationships with students and the wider community, from all backgrounds</li> <li>• Indefatigable energy and resilience</li> </ul>	
<b>Special conditions</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li> </ul>	



## Additional Information about St Martins School

Despite the fact that North West Shropshire is a rural area, our school has excellent road links and is easily accessible to many towns and cities. Some staff live in the surrounding countryside while others take advantage of the fact that historic urban areas such as Shrewsbury, Wrexham and Chester are in comfortable commuting distance. Oswestry, a thriving market town, is five miles from the school. The area offers a wide variety of attractive housing at prices which compare favourably with other parts of the country.

The school has undergone a transformation over the last few years. Next year we are excited to open our new purpose built technology block and we continue to plan for our new recreation centre, including a 3G football pitch and community fields

We work in collaboration with two of the most successful schools in the country. Firstly, The Priory School, our academy partner, and we also continue to work with Moreton Hall School, the leading non- selective school in the country. We are delivering a community curriculum across all our feeder schools, which supports KS2 teaching with exciting projects taught by secondary subject specialists. This work is in addition to the 'cross phase' teaching that already takes place within our school, which enables:

- Sharing examples of good pedagogy between phases
- Enhancing continuity between the phases
- Developing an all through school ethos

## What We Offer

**In addition to exclusive access to a reward and discount scheme, comprehensive induction, commitment to your ongoing training and career progression, paid for enhanced DBS, we also offer:**

- A competitive salary
- Access to the Trust's Employee Assistance Programme, which includes 24 hour access for you and your family members to legal, financial, health, parenting and life advice
- 1:1 Counselling Service
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers Pensions (23.68% employer contributions)
- Local Government Pension Scheme (17.9% employer contribution)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools



## Application & Appointment Process

An application form is available to download from the school website [www.stmartins3-16.org/school-information/job-vacancies/](http://www.stmartins3-16.org/school-information/job-vacancies/)

Please send completed applications to [clare.ellis@stm.318education.co.uk](mailto:clare.ellis@stm.318education.co.uk)

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description.

**Closing date for applications: 3 p.m. on Friday 26<sup>th</sup> May 2023**

**Interviews will be held on Wednesday 7<sup>th</sup> June 2023**

### **Please note:**

- We do not accept CV's in support of an application.
- Paper applications will only be accepted in exceptional circumstances, please make contact with the school to arrange this.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate.

*The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website [Policies \(stmartins3-16.org\)](http://Policies(stmartins3-16.org)).*