



WESTHOLME

PREP | SENIORS | SIXTH FORM

Learning Resource Assistant

Permanent | 40 hours per week | Term Time plus 2 weeks | £24,000 actual gross salary | Reports to Senior Deputy Head | Start: As Soon As Possible |

This is a varied, hands-on role at the heart of learning. You will help create a welcoming, well-run library where pupils are inspired to read, research and learn independently, while also providing responsive day-to-day ICT support to pupils and colleagues. We are looking for someone enthusiastic, organised and approachable who enjoys solving problems, sharing knowledge and making things work.

What you'll make happen

- **Create an inviting learning environment.** Help maintain a stimulating, orderly and welcoming library where pupils can read, study, research and work confidently.
- **Help pupils become independent learners.** Support research and project-based work across all age groups, develop information-literacy skills, guide pupils in using online databases and research platforms, and lead research-skills sessions in partnership with teaching staff.
- **Make resources easy to discover.** Help pupils and staff access physical and digital resources; catalogue and process new materials; manage loans, returns and overdue reminders; register users; maintain accurate library records; and support stock checks and the withdrawal of outdated items.
- **Bring reading to life.** Support displays, Book Clubs, competitions, author visits, promotional events and other activities that encourage curiosity and a love of reading.
- **Connect the library with school life.** Liaise with academic departments on subject-specific stock, reading lists and recommendations, and provide inductions, tours and information for pupils, staff, parents and visitors, including at Open Days.
- **Provide practical ICT support.** Help pupils and staff with password resets, software downloads, computers, printers and photocopying, and respond positively to everyday technology questions.
- **Keep support moving.** Contribute to an effective help-desk system, prioritise requests and troubleshoot software, hardware, configuration and user issues to the department's expected standards.

- **Look after equipment and information.** Install approved software, help maintain an accurate ICT inventory and support equipment-cleaning audits covering computers, laptops and data projectors.
- **Support pupils beyond the school day.** Take part in the weekly rota to supervise the Learning Resource Centre until 6.00pm, encourage positive behaviour and help pupils—including those with differing learning or access needs—use the space and its resources safely and confidently.

About you

You will combine a genuine interest in learning and literacy with the confidence to support everyday technology. You are proactive, dependable and comfortable working with pupils, colleagues and visitors in a busy school environment.

- A sound understanding of how ICT is used in different contexts, with the confidence to learn new systems and troubleshoot routine issues.
- Strong organisation and time management, with the ability to prioritise, meet deadlines and maintain high standards under pressure.
- Clear, friendly communication and the ability to build constructive relationships and share knowledge with others.
- The motivation to work independently and collaboratively, understanding your role within a wider school team.
- Reliability, integrity, excellent punctuality and careful attention to data protection and confidentiality.
- Experience in a library—ideally a school library—or a similar learning-resource role is desirable; familiarity with library-management systems, online databases or digital resources would be an advantage.
- Experience of delivering research or information-literacy sessions to pupils is desirable.
- A relevant Library or Information Studies qualification is helpful but not essential.
- Flexibility to support occasional evening events and activity outside contracted hours.

How you'll work

- Contribute positively to the ethos, aims and learning culture of Westholme School.
- Keep your knowledge of educational ICT and library practice current, taking responsibility for your professional development and sharing useful expertise with colleagues.
- Follow all school policies and procedures, particularly those covering safeguarding, child protection, equality, health and safety, confidentiality and data protection.
- Undertake other reasonable duties that are consistent with the character and purpose of the post, as directed by the Principal.

This profile highlights the main requirements of the role and is not exhaustive.

Safeguarding and equality

Westholme School is committed to safeguarding and promoting the welfare of children, and all staff must share this commitment. Any appointment will be subject to appropriate pre-employment checks. Please refer to our Safer Recruitment and Safeguarding policies on the school website.

We are committed to equality of opportunity. Every individual will be treated fairly and in accordance with the law, regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

How to apply / questions

For an informal conversation or questions about the role, email hr@westholmeschool.com closing date Tuesday 25 August at 5pm.