



# Wycombe High School

~ Girls' Grammar School ~



## **Appointment of Learning Centre Manager (full time or part time)**

**REQUIRED as soon as possible**

**Bucks Pay Scale 3 — 5, (depending on qualifications and experience)**

**BP3 pt 16 - BP5 pt 30 £22,690 - £29,578 per annum**

**(pro rata)**

**(actual full time annual salary is £19,502 —£25,537, pro-rata for part time hours)**

**Term Time Only plus Inset Days**

**(37.5 hours per week, 39 weeks per annum)**

APPLY AT [WWW.WHS.BUCKS.SCH.UK/VACANCIES](http://WWW.WHS.BUCKS.SCH.UK/VACANCIES)



# The Role

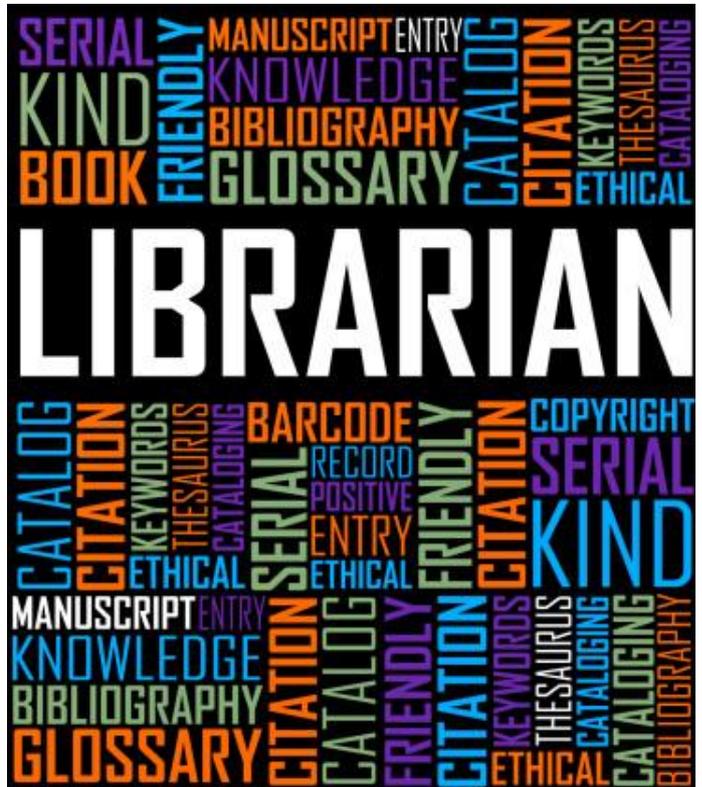
We are seeking to appoint a proactive and enthusiastic manager for our Learning Centre.

The Learning Centre comprises the main school library together with the Careers library and the Conference Room. The Centre offers study space for 108 students, with 51 networked PCs and 11 laptops.

This is a hands-on role, managing the organisation, supervision and the administration of the Learning Centre, including the supervision of students in the Internet Café. The postholder will be a tutor and also be required to cover lessons in the library when necessary, so this role could suit someone who has previous teaching experience.

The successful candidate will keep up-to-date with developments in library and information systems and with the understanding of how young people learn.

She/he will have the ability to devise, implement and monitor procedures to ensure accurate stock checking and issue of information resources held by



She/he will have a high level of confidence and competence with the use of ICT and relevant software, with the ability to manage the twitter account—using it to share resources, promote literacy and reading development and to celebrate achievements. They will maintain a safe, calm and ordered working environment for students within the Learning Centre, consistent with the school’s ethos and behaviour management strategy.

In return we offer the opportunity to work in a friendly, vibrant and outstanding school.

**KEY DATES:**  
**Deadline for applications:**  
**08:00 on Friday 26 November 2021**

**Interviews will take place:**  
**w/c 29 November 2021**

# The Person

We are looking for the right person to fill this vacancy; you are looking for the right school to work in.

We hope that this booklet and the school prospectus give you a flavour of Wycombe High School.

To help you in your application, below are the characteristics that we are looking for when reading the applications and at the interview.:



- It would be desirable (but it is not essential) for the successful candidate to be a qualified Chartered Librarian
- NVQ3 level relevant library and information qualifications or equivalent experience desirable, but not essential
- Ability to work under pressure and prioritise workload
- Ability to work in a changing environment and be open to new ideas
- Skills and confidence to be able to instruct groups of students
- Effective communication skills, both written and oral, to be able to develop open and constructive relationships with a wide range of students and staff
- Knowledge of contemporary children's literature
- Experience of working in a school or college environment is desirable (but not essential)
- Knowledge of the requirements of the National Curriculum, the scope of the school curriculum, and developments in teaching and learning
- Working knowledge of school policies on child protection, health and safety, confidentiality, student behaviour/discipline and equal opportunities
- Ability to be a tutor and cover lessons in the library when required.
- Committed to the ethos of Wycombe High School.

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# How To Apply?

The application form can be found on our website:  
<https://www.whs.bucks.sch.uk/about-whs/vacancies>

To apply for this post, please complete the application form and a letter supporting your application. In your letter you should:

1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post
3. Describe the skills and strengths that you will bring to the school, paying particular attention to the person specification above.

Please note that the application form must be completed in full. It is not sufficient to substitute a CV for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form. Please note we reserve the right to close this position early depending on the number of and suitability of applications. **Due to high volumes of applications, candidates will only be contacted if they are shortlisted to interview.**

## **SEND COMPLETED APPLICATION ADDRESSED TO:**

Mrs S Cromie, Headteacher,  
Wycombe High School,  
Marlow Road,  
High Wycombe,  
Bucks, HP11 1TB  
**Via Email:** [hr@whs.bucks.sch.uk](mailto:hr@whs.bucks.sch.uk)

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## **REFERENCES**

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

## **SAFEGUARDING**

Wycombe High School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS).

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people.

All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

**Interviews will take place:**  
**w/c 29 November 2021**

# Pay and Conditions

Bucks Pay Scale 3, 4 or 5 (depending on qualifications and experience)

BP3 pt 16 - BP5 pt 25 £22,690 - £29,578 per annum (pro rata) = actual full time annual salary is £19,502 - £25,537

Full time (37.5 hours per week) or part time hours (to be agreed), term time only plus Inset Days (39 weeks per annum)

Non-teaching staff are auto-enrolled in the Local Government Pension Scheme, a scheme which offers exceptional employer contributions and benefits.

We also provide an award-winning Employee Assistant Programme for staff, a completely free service giving staff 24/7 access to counselling, plus legal, medical and financial advice and support.

## EQUAL OPPORTUNITIES

Wycombe High School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability.

There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation.

Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice.

The Headteacher is responsible to the Governors for monitoring this policy.

The school operates an Equality Cohesion Scheme.

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## SMOKING AND ALCOHOL

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the time-tabled school day and thereafter only at the Headteacher's discretion during authorised school events.

## DRESS CODE

The school has a dress code for staff: staff should dress in a business-like and professional manner, similar to the dress styles which are the norm among service industry professionals who regularly meet the public, such as bank staff. Discrete piercings in the lower ear only are allowed; and no visible tattoos, in line with expectations for students.



**Interviews will take place:**  
**w/c 29 November 2021**



**At Wycombe High School, we**

***Look beyond*** the traditional grammar school.  
***Look beyond*** league tables and examination results.  
***Look beyond*** stereotypes and conventions.  
***Look beyond*** a world where futures are fixed.

**At Wycombe High, we *look beyond.***



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Visit our website at:  
[www.whs.bucks.sch.uk](http://www.whs.bucks.sch.uk)

Follow us on Twitter @WycombeHighSch

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