

**Learning Resource Centre (LRC) Assistant**

**Location** - Near West Byfleet, Surrey (excellent transport links)

**Contract type** – 10 hours per week, term-time plus one (40 weeks)

**Hours** – 12pm-2pm, Monday to Friday

**Contract term** - Permanent

**Salary** - Payscale GS3, FTE £18,013 - £18,957 (pro rata £4,415-£4,646)

We are seeking to appoint an enthusiastic assistant to join our learning resource centre, supervising students over the busy lunchtime period.

The role includes:

- Liaising with the LRC manager to organize displays
- Tidying and organising LRC resources
- Preparing new resources for loan
- Issuing and returning books plus other items to students and staff
- Interacting with pupils to support reading

An enjoyment of reading and an interest in literacy and literature is desirable. Computer skills are integral to working in the LRC.

Fullbrook is a successful and highly popular mixed 11-18 Academy classified by Ofsted in March 2022 as “Good”. We have a centralised behaviour system allowing consistent classroom strategies with low impact processes. Our culture is friendly and supportive with a strong commitment to staff wellbeing and development. We have an active social calendar, including end of year trips, staff sporting fixtures and access to a free gym onsite.

As a leading member of the Learning Partners Academy Trust, we work closely with our partner schools to offer unrivalled and fully tailored CPD and excellent opportunities for career development. Membership of the Trust also offers a unique opportunity to share expertise and resources on a broader scale.

If you want to join a team that care deeply about the outcomes of all of their students, please apply using the details below or get in touch to find out more.

**Closing date for applications is Monday 4 July 2022 at 9am**

**Interviews to follow**

Contact: Helen Parsonage, HR Officer

Email: [parsonageh@fullbrook.surrey.sch.uk](mailto:parsonageh@fullbrook.surrey.sch.uk)

Website: [www.fullbrook.surrey.sch.uk](http://www.fullbrook.surrey.sch.uk)

Fullbrook is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment. The successful applicants will be subject to an enhanced DBS Check via the Disclosure and Barring Service.

🏠 [Selsdon Road | New Haw | Surrey KT15 3HW](#) 📞 [01932 349301](tel:01932349301)

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