



Ripon Grammar School

LIBRARY AND LEARNING RESOURCES MANAGER

Required as soon as possible

22.5 hpw over 3 days per week

[term time only + 3 training days + 3 days in school holidays]

Salary: NYC Grade G [points 13 – 18]

Actual salary at point 13 = £14,542.66 [pay award pending]

We seek a suitably qualified and enthusiastic person to work as Library and Learning Resources Manager in this selective grammar school of outstanding academic reputation.

The successful candidate will be responsible for the management, development, promotion and evaluation of an effective learning resource and information service which supports teaching and learning across the school. This service is delivered through both a main library and a Sixth Form Learning Centre in a separate building.

Excellent verbal and written communication are therefore essential, together with strong IT capabilities and flexibility. Experience of working in a school environment is desirable.

The full job description and personal specification for this post are available on our school website www.ripongrammar.co.uk/about-us/vacancies together with our application form.

Ripon Grammar School is a co-educational grammar school with boarding facilities, achieving academic results which place it among the leading schools in the North of England.

Closing date for applications: **9am on Wednesday, 1 May 2024**

Interviews to be arranged with successful candidates

Please complete our application form, available from our school website, and email your application to the headmaster's PA, Mrs Patricia Hargraves, at hargravesp@ripongrammar.com, together with a covering letter addressed to Mr Jonathan Webb, Headmaster, outlining why you are interested in this position.

If you have not heard from the school following the closing date then please assume your application has been unsuccessful.

Founded in Saxon Times, re-founded in 1555

Headmaster: Mr Jonathan M Webb, MA

Address: Clothholme Road, Ripon, North Yorkshire HG4 2DG

Tel: [01765] 602647 **Email:** admin@ripongrammar.com

Website: www.ripongrammar.co.uk