



Candidate Recruitment Pack

Learning Resource Centre Manager and Wellbeing Coordinator

Required As Soon As Possible



MESSAGE FROM THE CEO AND HEADTEACHER

Welcome to the Achieve and Learn Trust

“Ensuring the best outcomes for children and young people”

The Achieve and Learn Trust has recently rebranded with new leadership at all levels. We are excited about this new strategic direction and the changes made to improve educational provision even more, for all our young people.

Our Vision

At the heart of the Trust's vision is a belief that students deserve the best educational experience with aspirational curriculum provision and enrichment opportunities. We strive for personal and academic achievement within a safe, inclusive and enriched learning environment: opening minds, opening doors to learning opportunities and opening up pathways to successful futures.

Our Aims

Our aim is to ensure that all schools within the Trust aspire to be strong providers and aim for exemplary practice through creative approaches.

Our Future

We have an appetite for continuous improvement and development, with an overall ambition of expanding the Trust to develop a local partnership of schools, covering both primary and secondary phases. This will enable us to foster true partnership and collaborative work that both supports and challenges member schools.



Ms Kim Earle

CEO of the
Achieve and Learn Trust

Welcome to Altrincham College

I am very proud as Headteacher to welcome you to Altrincham College.

Altrincham College is an over-subscribed 11-18 Academy set in the pleasant South Manchester suburbs of Hale/Timperley, on the Manchester/Trafford border. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. *Our vision is to nurture well-rounded citizens of the future who are knowledgeable, happy and resilient so that they make a valuable contribution to the world in which they live and are empowered to make informed and positive life choices.*

Altrincham College places a high value on professional development; CPD opportunities will be available to the successful applicant.

This post offers the opportunity to join a great place to work where you will be supported by a hugely talented staff team across the Trust.

This is an exciting opportunity for an outstanding, creative teacher with the drive, passion and commitment to join our hugely talented team of staff, working together to encourage and support every child in reaching their full potential.



Mr Andy Keegan

Headteacher

ROLE OVERVIEW

Learning Resource Centre Manager and Wellbeing Coordinator

CONTRACT TERM:

Permanent / Full Time / Term Time
plus 1 week.

HOURS:

36.25 hours per week.

PAY SCALE:

NJC Band 5 Points 19 - 22
(Actual Salary £28,486 – £29,942)

LOCATION:

Altrincham College, Green Lane,
Timperley, Altrincham, WA15 8QW

START DATE:

ASAP

If you would like to apply to be part of our school at this exciting time, please visit the 'Job Vacancies' page on our school website – [Altrincham College](#) where you will find an application form and more information about our school.

Please send your completed application form to recruitment@altrinchamcollege.com

CLOSING DATE:

16 October 2026 at 12 noon

INTERVIEW DATE:

w/c 19 October 2026

We have an exciting opportunity to join the team at Altrincham College as our Learning Resource Centre Manager and Wellbeing Coordinator.

We are looking for an enthusiastic and organised individual to ensure that our Learning Resource Centre is well-resourced and well-managed to support and enhance the Y7-11 curriculum, raise achievement and promote equality and inclusion. The successful candidate will also support the whole school strategy for Reading and Literacy.

This varied role will also provide a high level of support in all operational matters of day-to-day life beyond the classroom as the school's Wellbeing Coordinator and lead first aider.

The successful candidate will have excellent organisational and communication skills and will be able to demonstrate proven experience of developing successful working relationships with young people.

Previous school experience is not necessary, but you should be comfortable in a busy secondary school environment and be willing to undergo enhanced DBS checks and Safeguarding training.

Working as part of this important team, you will be required to carry out the duties detailed in the attached job description to the highest possible standard.

This post offers the opportunity to join a wonderful place to work where you will be supported by a hugely talented staff team.

In return, we provide a happy place to work and learn. Our staff pride themselves on respectful relationships with students and each other and are committed to the best welfare and interests of all. We have a strong supportive ethos, working hard so that every student can become the best version of themselves.

JOB DESCRIPTION

JOB TITLE:	Learning Resource Centre Manager and Wellbeing Coordinator
JOB PURPOSE:	Ensure a well-resourced and well-managed learning resource centre is available to support and enhance the curriculum, raise achievement and promote equality and inclusion. Support the whole school strategy for Reading and Literacy. To provide a high level of support to students in all operational matters of day-to-day life beyond the classroom.
ACCOUNTABLE TO:	Assistant Headteacher
SCALE:	Band 5 points 19-22

Duties and Responsibilities:

Altrincham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Undertake administrative duties promoting the ethos of the school by providing a professional, supportive and courteous service to all student related enquiries.

Learning Resource Centre

- The management, promotion and operation of the school library and a wide range of resources in a variety of formats, traditional and electronic, and the equipment to access them.
- Liaison with all departments in the school and with the wider learning community to ensure appropriate access to learning resources.
- Responsibility for the acquisition, organisation, dissemination and exploitation of resources appropriate to the learning needs of the full age and ability range within the school.
- Operating efficient lending systems and other library procedures.
- Helping learners to identify, locate and access the information they need.
- Maintaining local and regional catalogues and indices for all books and audio-visual resources.
- Manage a study environment for both curriculum-based and independent learning; this involves the management and integration of both physical spaces and virtual learning environments and supervision of students.

- Ensure equipment is maintained and repaired.
- Helping students and staff develop the transferable information, learning and knowledge access skills which are the core skills of independent lifelong learning.
- Preparation of booklets, exhibitions and displays to enhance pupil learning and development.
- Delivering library induction and research skills sessions.
- Keeping well-stocked and up-to-date careers and Post-16 information.
- Working closely with the Assistant Headteacher (Reading Strategy) and Head of English to promote and develop strategies for whole school reading and literacy (for information, recreation and reading for pleasure)
 - Organisation of events and promotions
 - Supporting the Reading Initiative during lesson time
 - Resourcing and maintaining a staff CPD library in the staffroom
 - Keeping up to date with new developments relevant to school librarianship.

First Aid and Wellbeing

- To act as the lead first aider in school for students and staff. Along with other designated first aiders, the successful candidate will be part of a rota for administering first aid treatment to staff, students and visitors as and when required during the day.
- To maintain statutory first aid, student and staff injury/illness records including accident forms, CPOMs and reporting to RIDDOR as required.
- Maintain a list of students with specific health conditions (for example, diabetes, epilepsy, anaphylaxis, allergens etc) with appropriate paperwork (IHCPs (Individual Healthcare Plans) and liaise with parents/carers regarding day-to-day care of their child/ward's condition(s) and appropriate action to take in the event of an incident/accident.
- Update the school's 'Supporting Children with Medical Conditions Policy' (reviewed and approved every three years).
- To regularly review and update students' IHCPs and PEEPs (Personal Emergency Evacuation Plans).
- To maintain accurate records of students and staff who have known allergies, including whether or not the individual has been prescribed an AD (adrenaline device).
- To assist the Designated Safeguarding Lead with updating the Allergy Safety Policy.
- Alongside the Office Manager, check spare AAls are present and in date on a monthly basis.

- Alongside the Office Manager, make sure that replacement AAls are obtained when expiry dates approach.
- To maintain first aid kits throughout the school, ensuring replacement supplies are ordered in order as and when required, to ensure kits are always up to date.
- To ensure the safe and secure storage of all student medication, maintaining up to date records of all medication stored, along with expiry dates etc.
- To assist the school nursing team with arranging immunisations.
- Hold termly first aid meetings, to keep all first-aid trained staff up to date with changes to guidance/policies/student and staff medical conditions etc.

General Requirements

All staff are expected to:

- Work towards and support the academy vision and current objectives outlined in the Academy Improvement Plan.
- Contribute to the school's programme of extra-curricular activities e.g. helping at Open Evening.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the Trust's School's Equality Objectives to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers and colleagues.
- Maintain confidentiality of information acquired in the course of undertaking duties for the school in this role.
- Adhere to policies and circulars.
- To undertake any other duties commensurate with the grading of the post as directed by the Headteacher.

Review:

This job description is not necessarily a comprehensive definition. It will be reviewed as and when deemed appropriate in line with the needs of Achieve and Learn Trust. It may be subject to change or modification at any time following consultation.

PERSON SPECIFICATION
LEARNING RESOURCE CENTRE MANAGER AND WELLBEING COORDINATOR

	METHOD OF ASSESSMENT	ESSENTIAL / DESIRABLE
1. Qualifications/Training etc.		
English and Maths GCSE or equivalent (Grade C or above)	A/C/I	Essential
Post-16 qualifications (e.g. A-Levels) or a degree or other relevant professional qualification	A/C/I	Desirable
First Aid at Work Certificate or equivalent (or willingness to undertake training)	A/C/I	Essential
Trained to give medication (or willingness to undertake training); ideally the 3-day certificate.	A/C/I	Essential
Trained to minimum Level 1 Safeguarding*	A/I	Desirable
*Annual Level 1 Safeguarding training and a clear, enhanced DBS are an essential requirement of all roles at Altrincham College. AC will provide safeguarding training to all school staff each year, and will pay for an enhanced DBS check on recruitment.		
2. Experience		
At least two years proven, relevant, experience.	A/I	Essential
The ability to manage and disseminate information cleverly, clearly and succinctly in a range of different media.	A/I/T	Essential
The ability to manage a budget.	A/I	Essential
The ability to communicate effectively with people both in writing and orally and present and interpret information to a wide range of ages and abilities.	A/I/T	Essential
Proven evidence of successful working relationships with young people.	A/I/T	Essential
Experience of managing class-sized groups of students.	A/I	Desirable
Experience of behaviour management	A/I	Desirable

Experience for providing first aid	A/I	Essential
3. Knowledge		
Working knowledge of Microsoft Office Packages.	A/I	Essential
Understanding and respect for confidentiality in relation to all issues connected with the role.	A/I	Essential
Experience of providing first aid.	A/I	Essential
Working knowledge of the 'Managing Medicines in School' guidance.	A/I	Desirable
Working, practical, knowledge of First Aid.	A/I	Essential
Knowledge of "Keeping Children Safe in Education" and safeguarding issues.	A/I	Desirable
4. Skills & Abilities		
Ability to enthuse young people to produce work to high standards.	A/I/T	Essential
Ability to promote the Learning Resource Centre (LRC) as a centre of knowledge exchange.	A/I	Essential
Self-motivated with proven ability to work on own initiative and to organise and prioritise tasks.	A/I	Essential
Ability to work as part of a team of teaching and support staff.	A/I	Essential
A willingness to adapt to a changing environment and meet differing challenges.	A/I	Essential
A highly organised person who pays excellent attention to detail and accuracy.	A/I	Essential
Willingness to undertake training and keep abreast of current issues relevant to own area of work through networks, conferences and other meetings or training.	A/I	Essential
Learning support skills.	A/I	Desirable
5. Attitude and Approach		
Smart, professional appearance	A/I	Essential
Boundless energy and vision; resilience and 'can do' approach.	A/I	Essential
Positive and proactive approach to continuous improvement.	A/I	Essential

An enjoyment of working with and being in the company of young people.	A/I	Essential
Professional but approachable demeanour in relating to all members of the academy community.	A/I	Essential

*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation.

ADDITIONAL INFORMATION

BENEFITS

- ❖ An engaging, creative and welcoming environment.
- ❖ Membership of the Pension Scheme, with excellent employer contributions.
- ❖ Free on-site parking.
- ❖ On-site canteen facilities.
- ❖ Staff room with free refreshments.
- ❖ Employee Assistance Programme.
- ❖ Occupational Health and Counselling services available.
- ❖ Supported by a talented, highly motivated, committed and professional team of colleagues.
- ❖ Active and supportive Governing Bodies and Senior Leadership Teams.
- ❖ CPD opportunities for all staff.
- ❖ Access to NPQ training programmes and training around leadership and management.
- ❖ Opportunities to collaborate and work across the Trust.
- ❖ A great place to work.

CONTRACTUAL MATTERS

- ❖ The successful candidate will be expected to take up the appointment ASAP.
- ❖ The position will be based at Altrincham College.
- ❖ The post is based on 36.25 hours per week.
- ❖ The post is a salaried position and overtime is not paid unless due to exceptional circumstances.
- ❖ All our schools operate a no-smoking policy on the whole of its sites.

APPOINTMENT TERMS

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We fully support staff professional development and expect staff to be proactive in this area.

To be considered for this position, your application form should be completed in full by **Friday 16 October 2026 at 12 noon**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications we receive, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

If your application is successful, employment with the Trust is conditional upon the completion a DBS Disclosure Application, receipt of two satisfactory employment references and a satisfactory pre-placement medical assessment. Any criminal record information that is disclosed to the Trust will be handled in the strictest confidence. Persons barred from working with children will not be considered for this post. For shortlisted candidates, we will carry out an online and social media search.

The Achieve and Learn Trust is committed to Equity and Equality of Opportunity and welcomes applications from all sections of the community.

Thank you for your interest in a position within the Achieve and Learn Trust. We believe that applying for a new role should always be seen as a two-way process, you have to be right for us, but the school also has to be right for you. So, if you are interested and would like any more information about the role or our Trust, please email recruitment@altrinchamcollege.com.

Achieve + Learn Trust.

Better, together.

Staff Development & Well-Being Offer



Kim Earle, CEO

Our Trust thrives on its people. At the Achieve & Learn Trust, we aim to offer the best opportunities for career and personal development, coupled with a considerate and friendly working environment. Staff well-being is important to enable each member of our team to feel secure and happy in their role, whilst also knowing there is a trusted colleague available to support them. Find out more about our offer below.

	A buddy for all new staff in their first year in post.		SLT and CEO open door policy for all staff		"You Said We Did" staff voice & workload reduction
	Free staff car parking on site in all our schools		Access to staff counselling if required		No student data collected for data's sake
	Free breakfast for all in our Staff Rooms		Teachers & Local Government Pension Schemes		Fun staff awards & weekly staff recognition
	Opportunity to take a flu jab every autumn		Plenty of work spaces and IT access for staff		Opportunity to collaborate across schools
	Free Christmas dinner for all staff each year		Trust Well-being training & support for all staff		Commitment to CPD including National Quals.
	Greater PPA time than national average		Menopause Support for all staff		Commitment to the DFE's Well-being Charter

Can't see a vacancy you can apply for? Why not join our Talent Pool?

Send a brief introduction and/or your CV to info@achieveandlearntrust.com