**Learning Resources Administrator**

**36 hours per week, Term Time Only +5 days, Fixed Term Contract**

**Grade 4 SCP 5-6 £22,736 - £23,162 (pro rata)**

We require a Learning Resource Administrator to help provide support to the college learning resource spaces and systems. The job role will suit someone who is passionate about reading and libraries, and looking to engage with young people about the pleasures of reading.

You will have at least five GCSEs (grades A-C) or equivalent, including English and Maths. The successful candidate will have excellent interpersonal skills and the ability to work on own initiative, unsupervised as well as cooperatively in a team. Previous experience of working in libraries / education environments is desirable but not essential.

**Closing date for applications:** Friday 11th October 2024 12 noon

**Interviews to take place:** TBC

Ashton Sixth Form College is the founding organisation of Stamford Park Trust, a Multi-Academy Trust established in February 2019. All members of staff at Ashton Sixth Form College are employed by Stamford Park Trust.

The College is in the top 10% in the country for student progress on vocational courses and the top 25% in the country for A Level value added. The college achieved an "Outstanding" rating in its last Ofsted inspection in January 2020. The college has been recognised as one of the top ten Sixth Form Colleges in the north-west and is a major provider of quality academic and vocational post 16 education.

Ashton Sixth Form College has an excellent reputation for academic success, an outstanding record of student support and a vibrant college environment. We are proud of our reputation and popularity and we are committed to ensuring that our students receive the very best teaching and support with their studies. Our college community includes over 200 dedicated staff who work hard to ensure that all students have the opportunity to learn, develop and achieve at college, a college community where each person is valued and can flourish. Having a College that puts staff and students first means that we are constantly adapting to meet their needs. For this reason we seek to employ a culture-rich workforce. We are a major provider of the highest quality academic and vocational education in Tameside.

**Application Process**

Application forms are to be completed and returned to [recruitment@spt.ac.uk](mailto:recruitment@spt.ac.uk)

If you have any queries about the application process, please contact [hr@spt.ac.uk](mailto:hr@spt.ac.uk).

Please see our website [Work For Us - Stamford Park Trust - Excellence & Ambition For All](https://www.stamfordparktrust.ac.uk/our-trust/work-for-us/) for further information.

Due to the volume of applications for posts, it is not possible to respond to unsuccessful candidates at the shortlisting stage.

Ashton Sixth Form College is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.

Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The college is an equal opportunities employer.