



**DENTON COMMUNITY COLLEGE**  
**TAYLOR LANE**  
**DENTON**  
**M34 3NG**



**LEARNING RESOURCE CENTRE ADMINISTRATOR**

**SALARY: Grade E SCP 11-16**

**ACTUAL SALARY: £23,146.94 - £25,198.88**

**WORKING PATTERN: 36 Hours per week**

**WORKING WEEKS: Term Time Only + 8 Days**

**WORKING HOURS: Mon-Thurs 08:00 – 15:45 & Fri 08:00 – 15:30**

Denton Community College are looking to recruit a highly motivated and enthusiastic school Learning Resource Centre Administrator, with suitable experience to support our busy school reading function.

**In return, we offer:**

- A professional, supportive and dynamic team;
- A personalised approach to your continuing professional development;
- A supportive and inclusive staff environment;
- State of the art buildings and facilities.

**College Values:** The post holder will subscribe to and model the ideal that as stakeholders of Denton Community College we strive to ensure that all our work is characterised by the core values of COURTESY, EMPATHY, INCLUSION, INTEGRITY, RESPECT, & RESPONSIBILITY.

Denton Community College is committed to safeguarding and promoting the welfare of children and young people and expects all our staff to share this commitment. As this post involves engaging in daily regulated activity with children, any job offer made to the successful candidate will be conditional upon the completion of satisfactory pre-appointment checks, including an enhanced DBS check and a barred list check for roles involving regulated activity. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the DBS, Denton Community College complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.

If you have any questions or would like to visit the school, please contact Zahira Bhamjee on 0161 336 2219 or email [z.bhamjee@dentoncommunitycollege.org.uk](mailto:z.bhamjee@dentoncommunitycollege.org.uk)

Further information and an Applicant Information Pack can be found in the Staff Vacancies area of our website [www.dentoncommunitycollege.org.uk](http://www.dentoncommunitycollege.org.uk)

Please return the application form directly to school using the recruitment email address, [recruitment@dentoncommunitycollege.org.uk](mailto:recruitment@dentoncommunitycollege.org.uk) ensuring you complete the section on how you meet the Selection Criteria using no more than 1500 words.

Closing date: 09:00am on Friday 3<sup>rd</sup> May 2024