



Every Student Thriving

Learning Resources Centre Coordinator

Permanent post starting as soon as possible.

Range3 ISN16

38 weeks a year plus up to 3 INSET days on a time sheet, 22 hours 30 minutes per week ideally worked 9.45am to 2.15pm daily.

FTE. £29,965 p.a. Actual Salary £15,236 p.a.

Do you want to work with young people and help them to fulfill their potential?

We are looking for an outstanding individual to join our school community. The successful candidate will be able to run an effective and engaging Learning Resource Centre which encourages students to develop a love of reading through engaging text choices, displays and opportunities such as author visits. The right candidate will have a passion for books and work closely alongside the subject departments to encourage the promotion of literacy across the school.

The John Colet School is a caring school where we pursue academic excellence, celebrate success and develop students to become active members of our school and wider community. We are constantly striving to improve.

Other reasons staff enjoy working at John Colet School (Ofsted rated – good) include;

- Good work/life balance
- Being appreciated and recognised for a job well done
- Well-being activities for staff including weekly yoga, strength & conditioning and Pilates classes, crafts and social activities
- Access to onsite, well-resourced gym
- Access to Blue Light discount card
- Preferential places for children of staff, subject to qualifying period
- The support from colleagues and Senior Leadership Team
- Respect and politeness from students
- Range of resources and support available to help achieve personal and professional goals
- Coaching and CPD workshops
- Lovely setting/environment in an area of outstanding natural beauty nestled in the Chiltern Hills (with plentiful, free staff parking)

- A 'be kind' culture
- Equality and diversity in the workplace is practised
- A wide variety of trips and extra-curricular activities (please see our website)
- Well-being activities for staff including weekly yoga, strength & conditioning and Pilates classes, crafts and social activities
- Access to onsite newly opened gym

Applications should be made via My New Term

<https://mynewterm.com/jobs/137261/EDV-2025-JCS-36445>

Previous applicants need not apply.

The John Colet School takes the safeguarding and wellbeing of students seriously and this post is subject to an enhanced DBS and Qualifications check.

Closing date: 9am Monday 17 November 2025

Interviews: Monday 24 November 2025