



**Start Date: October/November 2025**

**Job Title: Learning Resources Manager (School Librarian)**

**Job Grade: Scale E points 7 to 11 (Actual salary £21,386 - £22,795 per annum)**

**Hours: 35 hours per week, term time plus 1 week (Monday to Friday 9.00am – 5.00pm)**

**Closing date: 13<sup>th</sup> October 2025 at 9am.**

**Interview date: Tuesday 21<sup>st</sup> October 2025**

**We reserve the right to close advertisement early. Advertisements will therefore close the day the decision has been taken to close the advertisement early.**

Notre Dame High School is an 11-18 highly successful and oversubscribed Roman Catholic school with Academy status. We are part of the St John the Baptist Catholic MAT. We are a 2024 Ofsted rated 'Good with Outstanding features' school, one of only 37 EEF Research Schools nationally, and a designated Teaching School Hub.

We are seeking to appoint an enthusiastic and committed Learning Resources Manager (School Librarian) to provide an effective, progressive and efficient library, information and resource service that is up-to date and meets the overall aims of the school Learning Resource Centre. The post holder will promote a love of reading and develop study skills by supporting individuals or groups of students, teachers and subject departments with Literacy across the curriculum..

Join us at Notre Dame and benefit from:

- a culture which values respect, honesty and kindness;
- great training, leading to great professional development and career progression;
- an outstanding quality of relationship between pupils and staff, and between pupils themselves;
- staff charter including a number of wellbeing initiatives.

It is part of our Vision that *"Our values and the distinctive ethos of our Trust of Catholic schools will enable every child and young person to receive the very best education, so that they are empowered to grow, learn and achieve"*.

For an application form and further details including a job description and person specification, please visit our website at [Notre Dame High School - Vacancies](https://www.ndhs.org.uk/vacancies)

Preliminary visits to the school or discussions regarding the post are welcome by arrangement with Hugh Catleugh [hcatleugh@ndhs.org.uk](mailto:hcatleugh@ndhs.org.uk)

**Notre Dame High School welcomes applications from members of minority ethnic communities and those with disabilities.**

**We are unable to provide sponsorship for this position, so please ensure you have the right to work in the UK before you apply.**

**The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment in accordance with safer recruitment practices and the statutory guidance in Keeping Children Safe in Education. Successful applicants will be required to provide references and undertake an Enhanced Disclosure and Barring Service (DBS) check and comply with the Safeguarding Policy and Child Protections practices of the Trust.**