



Learning Resource Centre (LRC)

Administrator

Full-time/Part-time

Term-time only (39 weeks per year)

Application Pack





Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1800 students drawing students from more than 60 different schools. Our very successful focus will always be to create the very best environment for high quality of teaching and learning. We have a very broad range of enrichment activities, in order to greatly enhance the cultural capital and future prospects of our students. We place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey and we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years. These approaches have been key to securing Grade 1 'Outstanding' in all seven categories in our October 2022 Ofsted inspection.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in recent staff surveys over 95% of College staff said they were proud to work at Woking College!

We believe that our physical environment should also inspire our staff and students. All have benefitted hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre (2014), a new Art building (2015) and a modern and larger Science Building (2016). A full size 3G pitch was completed in 2020. A £3m teaching block opened in early 2023, and a further £3m project working collaboratively with the adjacent community centre opened in September 2023 enhancing our Performing Arts facilities even further.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, arguably the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

Brett Freeman
Principal



The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.

The Role

The College is looking to appoint a Learning Resource Centre (LRC) Administrator, to assist in the general admin duties within the College, and help maintain the Learning Resources Centre (LRC) as a calm and purposeful study space, building positive relationships with students so they feel confident seeking guidance and support.

You will also take responsibility for a range of student support systems, including the Digital Access programme and Independent Learning Mentor scheme, ensuring they run efficiently and effectively. Working closely with teaching staff, Heads of Year, and support teams, you will contribute to the development of resources and services that enhance students' independent learning and academic success.

We are looking for a methodical and detail-oriented individual who can manage a varied workload with accuracy and professionalism. You will be a team player with excellent interpersonal and communication skills, whilst also being confident working independently, using initiative as required. This role involves regular interaction with students and staff, so you will need to be flexible, approachable and responsive, with the ability to prioritise effectively in a busy environment.

The College has a strong sense of community, and the new academic year will see the current Deputy Principal progressing to the role of Principal, affording the College the opportunity to build on its strong foundations of leadership while looking ahead to the new phase of our development. This is therefore an exciting time to join our team.

We are looking for exceptional candidates to contribute positively to the College. We expect high performance from all our staff, and candidates should demonstrate both their suitability for the role and their alignment with the College's values. After reviewing the job description, we strongly encourage candidates to explore our website to gain a deeper understanding of our ethos, ambitions and community.

Start Date: Tuesday 25 August 2026

Hours: 35 hours per week, term-time only (totaling 39 weeks per year)

The College requires coverage across the week (Monday to Friday) from 8am to 5pm. Hours can be discussed at interview, but we anticipate appointing two candidates who will be able to provide sufficient coverage across the week

Please note that candidates must be able to commit to full working days (with a 30 minute unpaid lunch break).

Salary: Examples of actual pro rata salary:

- **35 hours, term-time only:** £24,355 pa inclusive of fringe allowance
- **30 hours, term-time only:** £20,247 pa inclusive of fringe allowance

FTE £29,975 pa, inclusive of fringe allowance



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Job Description

Post title: Learning Resource Centre (LRC) Administrator

Responsible to: Assistant Principal

Job purpose: To manage the Learning Resource Centre (LRC) and provide administrative support for a range of cross-College functions to support student learning.

Job Responsibilities

1. To provide administrative support to the Assistant Principal and functions related to the Learning Resources Centre (LRC) and to assist in the co-ordination of the work of Learning Support in College.
2. To ensure that the LRC functions as a quiet learning environment, managing student behaviour and building a rapport with students to enable them to request help and support with confidence.
3. To be aware of current best practice in e-learning resources, and to work with Heads of Department in the appropriate acquisition of digital and non-digital learning resources. To order such resources once appropriately approved.
4. To act as administrator for the Digital Access programme: to liaise with the Assistant Principal and Heads of Year to identify students who can access a laptop on loan from the College; to keep a log of all loans including student contracts; and to request the return of laptops from students at the end of the academic year.
5. To be responsible for managing the College document copying service.
6. To provide a staff and student stationery service, including ordering items, controlling stock and dispensing stationery.
7. To act as administrator for the Independent Learning Mentor (ILM) scheme and to liaise regularly with the Head of Learning Support, Heads of Year, Registry Staff, Learning Support and teaching staff regarding referrals to this scheme.
8. In conjunction with the Assistant Principal and the Pastoral Administrator, to allocate students to an appropriate learning mentor and inform students and their carers of the time and location of the sessions.
9. To work with the Assistant Principal to review and evaluate the ILM system on a regular basis and make suggestions for its development.
10. To conduct invigilation of internal and external exams as required.
11. To be a designated First Aider (appropriate training will be given if not already qualified to be a first aider at work), and responding to first aid requests when required.
12. To act at all times in accordance with the College's Equality & Diversity policies.
13. To act at all times in accordance with the College's Safeguarding policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding team.
14. To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the Curriculum Areas and within the College in general.
15. To take part in the training programmes provided by the College and agree to the process of professional reviews.
16. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

Person Specification

Essential:

- An interest and commitment to work with young people in a college environment. The ability to empathise with young people and interest in helping them to fulfil their potential.
- The ability and confidence to communicate effectively both verbally and in writing.
- The ability to work accurately, showing attention to detail.
- Possession of good interpersonal skills e.g. tact, sensitivity, ability to listen, to be assertive at times.
- Ability to work effectively as a member of a team and assist others when requested.
- An ability to work unsupervised and organise own work.
- Proficient in the use of Microsoft Office applications, especially Word and Excel.

Qualifications:

- Educated to GCSE standard or equivalent.

Desirable:

- Experience working in an educational environment.
- Experience of supporting students to develop their independent learning skills.
- First Aid at work qualification and experience of being a first aider at work (appropriate training will be given if necessary).



Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Following our grading as Outstanding at our Ofsted inspection in October 2022, Ofsted stated that:

“Staff feel proud to work at the College. They are exceptionally positive about the culture leaders have created. They describe leaders as visible, approachable and highly focussed on staff wellbeing. Leaders celebrate achievement frequently in staff forums which helps staff to feel recognised, highly valued and a member of the Woking College family.”

Staff survey results state that:

- ✓ 95% of staff are proud to work at Woking College.
 - ✓ 99% agreed that leaders are considerate of staff wellbeing.
- A positive approach to staff development; including regular cross-College sharing best practice sessions
 - Regular whole-College communication including weekly staff briefings
 - Regular departmental meetings to ensure support and share departmental best practice
 - Excellent student behaviour and productive working relationships with the Student Union
 - Excellent links with local schools, businesses and universities
 - Welcoming, friendly and approachable community, a harmonious working atmosphere
 - Laptop for all teaching staff

S7 Consortium:

- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium: [S7 Professional Development Video](#)

Benefits include:

- Free on-site parking
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas lunch, Christmas party
- College gym available for staff use, yoga classes, staff football (3G pitch), run club
- Staff clubs/support groups: book club, menopause group, group for parents/carers of children with mental health concerns
- Access to prayer/multi faith room
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Pension: eligible employees will be automatically enrolled in the Teacher’s Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



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Application & Selection

Application forms are available to download from our website: [Staff Vacancies](#) Please note that CVs will not be accepted on their own. Applicants must be able to provide evidence of their **Right to Work in the UK** - the College is unable to sponsor work visas.

We would like to see your passion for the role in your **supporting statement**, please use this opportunity to include:

- personal skills and previous experience that are relevant to this role;
- what you will bring to the College community, and reasons why you feel you would be successful in this post;
- Training you have undertaken to enable you to be successful in your current role;
- Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working".

To return a completed application, or for any queries regarding the role or your application, please contact Kirsty Crook via: recruitment@woking.ac.uk

- **Closing date:** 9am, Monday 8 June 2026
- **Interviews:** to be held shortly after the closing date – likely to be w/c 15 June 2026

Shortlisted candidates will be notified and invited to interview, full details of the interview process will be provided, and references will be requested.

All applicants will receive acknowledgement of their application, however, please note that it is not possible to inform candidates who have been unsuccessful at short-listing, due to time constraints.

Safeguarding

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The College encourages all candidates to be familiar with the following documents, which are available to view on the College's [Staff Vacancies](#) page:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2025
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

