

Waltham Forest College

Team Leader – Learning Resource Centre

Location: East London

Hours: 31.5 hours per week. Term Time Only 38 weeks per year

Salary range: £20,772 incl LW to £22,575 incl. LW

Waltham Forest College is a forward thinking, vibrant, diverse and exciting place to study and work. We are proud of our achievements including being rated as the top performing college in London for student satisfaction for the past two consecutive years, as well as being graded as Good by Ofsted.

We believe that our employees are the heart of the organisation and having the right people in the right place, with the right skills is the key to our success. We are looking for a committed individual who is passionate about working in an aspirational and high performing college and dedicated to contributing to an outstanding experience for our learners.

We currently have a newly created and exciting vacancy for a Team Leader for the Learning Resource Centre. You will work with colleagues across the College to manage and develop a professional and customer focused Learning Resource Centre for students and staff.

You will have experience of managing staff and of using current I.T systems including Microsoft Office and have excellent communication skills; where you are able to effectively communicate with a diverse range of people.

The successful candidate will have a keen sense of responsibility, ownership and a 'can do' approach to addressing everyday challenges. If you believe you have the skills, experience and motivation to make a difference and be part of Team Forest, we strongly encourage you to apply for the post at Waltham Forest College.

What's in it for you?

We offer the opportunity to help develop your skills and knowledge in a friendly team environment, plus a range of benefits including a career average pension scheme (LGPS), employee assistance programme, discounted local gym membership, enhanced sick pay, NUS Employee discount, free onsite parking, cycle to work scheme and Sodexo benefits scheme.

Equality, diversity and inclusion

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including females, Black,

Waltham Forest College

Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the College to share this commitment. We actively seek DBS clearance checks for applications of employment as part of our safeguarding procedures.

Closing Date: 13 May 2021 at 5pm

Interview Date: TBC