

**Job Title:** Learning Resource Centre Assistant

**Job Purpose:** To provide assistance for students using the facilities of the Learning Resource Centre (LRC) and Hopkins study area, under the guidance of the LRC Manager

**Responsible to:** Learning Resource Centre Manager

LRC Assistants work in the Hopkins Study Area and on both floors of the LRC, staffing the Issue and Enquiry Desks, lending out resources and dealing with enquiries about resources and IT equipment. All members of the LRC team also actively help ensure that the environment is conducive to study.

**Responsible for:**

Duties will include some or all of the following depending on experience and capabilities.

1. Actively supervising students and helping to ensure that the environment is conducive to study.
2. Staffing the Enquiry desks in Ashurst LRC and Hopkins Study Area.
3. Issuing, returning and renewing resources (books, journals etc).
4. Handling student and staff enquiries (including finding information via online resources).
5. Assisting staff and students in their use of IT equipment and software. Contacting the IT technicians if appropriate.
6. Issuing out laptops and equipment to students (this involves repetitive light manual handling).
7. Assisting with acquisitions, cataloguing, processing and maintenance of stock.
8. Contributing towards creating materials to promote the collection and service.
9. Re-shelving and sequencing resources and keeping the environment generally neat and tidy.
10. Prioritising the safeguarding of all students and participating in training on safeguarding matters.
11. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
12. Any other duties as may reasonably be required by the LRC Manager.

Hannah Parratt  
Learning Resources Centre Manager  
March 2025

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<b>Category</b>	<b>Essential</b>	<b>Desirable</b>	<b>Ascertained by</b>
<b><u>Qualifications</u></b>	<ul style="list-style-type: none"> <li>• Educated to A level or equivalent</li> <li>• GCSE English and Maths or equivalent</li> </ul>		Application form /original certificates at interview.
<b><u>Experience</u></b>	<ul style="list-style-type: none"> <li>• Proficiency in a range of IT equipment and software and experience of Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a library / resource centre</li> <li>• Experience of working in Post-16 education</li> <li>• Experience of supervising young people in an educational setting</li> </ul>	Application form/ activity/interview/references
<b><u>Additional Skills and Abilities</u></b>	<ul style="list-style-type: none"> <li>• Ability to work flexibly as part of a team and also unsupervised</li> <li>• Resilience and empathy with young people. (Supervision of students will be necessary within the two centres)</li> <li>• Confidence and ability to stay calm under pressure.</li> <li>• Good communication skills – written and verbal</li> <li>• Attention to detail</li> <li>• Ability to undertake repetitive light manual handling tasks (ie lifting and issuing laptops and heavy books)</li> </ul>		Application form/ interview/references
<b><u>Other</u></b>	<ul style="list-style-type: none"> <li>• Display a commitment to the protection and safeguarding of children and vulnerable adults.</li> <li>• Display a commitment to meeting the individual needs of each student, to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.</li> </ul>		