

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 undertake supervision duty, helping to 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. Supervising students and helping to ensure that the environment is conducive to study.
2. Staffing the Issue desk on both floors of Ashurst LRC and in Hopkins Study Area.
3. Issuing, returning and renewing resources (books, DVDs, journals etc).
4. Assisting students with enquiries (including finding information via online resources).
5. Dealing with student enquiries and problems relating to their use of the IT equipment and software. Contact the IT technicians if appropriate.
6. Issuing out laptops to students (this involves repetitive light manual handling).
7. Issuing audio-visual materials to students and assisting with audio-visual equipment as necessary.
8. Assisting in the library and AV facility with tasks of cataloguing, jacketing, labelling and presentation of resources and overdue notices to students and staff.
9. Producing LRC publicity and presentation materials in both printed and online formats, under the direction of the Librarian and LRC Manager
10. Re-shelving and sequencing resources and keeping the facility generally neat and tidy.
11. Prioritising the safeguarding of all students and participating in training on safeguarding matters.
12. 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.
13. Any other duties as may reasonably be required by the LRC Manager.

Hannah Parratt
Learning Resources Centre Manager
October 2024

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| Category | Essential | Desirable | Ascertained by |
|---|---|--|---|
| <u>Qualifications</u> | <ul style="list-style-type: none"> • Educated to A level or equivalent • GCSE English and Maths or equivalent | | Application form /original certificates at interview. |
| <u>Experience</u> | <ul style="list-style-type: none"> • Proficiency in a range of IT equipment and software and experience of Microsoft Office | <ul style="list-style-type: none"> • Experience of working in a library / resource centre • Experience of working in Post-16 education • Experience of supervising young people in an educational setting | Application form/ activity/interview/ references |
| <u>Additional Skills and Abilities</u> | <ul style="list-style-type: none"> • Ability to work flexibly as part of a team and also unsupervised • Empathy with young people. (Supervision of students will be necessary within the two centres) • Ability to stay calm under pressure. • Good communication skills – written and verbal • Eye for detail • Ability to undertake repetitive light manual handling tasks (ie lifting and issuing laptops and heavy books) | | Application form/ interview/references |
| <u>Other</u> | <ul style="list-style-type: none"> • Display a commitment to the protection and safeguarding of children and vulnerable adults. • 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. | | |