



## **Learning Resource Centre (LRC) Assistant**

### **Job Description**

<b>Area</b>	<b>: Learning Resource Centre</b>
<b>Salary</b>	<b>: Scale 3 - £23,492 pro rata per annum</b>
<b>Hours of Work</b> <i>(Full-time/Part-time)</i>	<b>: 14.8 hours per week, part year working</b>
<b>Line Manager</b>	<b>: Participation and Learning Resources Manager</b>
<b>Responsibility for</b>	<b>: The provision of an effective and efficient Learning Resources Centre (LRC) service. Promoting an environment conducive to learning. The support of enrichment activities including the Student Senate. Promoting the welfare of children and young people</b>

### **Main Purpose of Job:**

To provide excellent customer service to ensure that the provision:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- Is effective, efficient and provides excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

The post-holder will :

### **Key Duties and Responsibilities:**

1. Reflect the vision, mission, aims and values of the College.
2. Assist students and staff with their enquiries and information needs using a range of sources.
3. Assist students and staff in the use of the resources and facilities available in the Learning Resource Centre
4. Supervise students in order to maintain a pleasant and safe working environment and be responsible for managing appropriate behaviour at all times.
5. Provide support to both teachers and students during booked lessons in the LRC

6. To assist in the promotion and effective utilisation of available resources, both hard-copy and online, such as: books; journals and audio-visual materials; online repositories and journals and other resources.
7. Manage the day to day running of the Learning Resource Centre
8. Take responsibility for carrying out a range of tasks concerning the day to day operation of the Learning Resource Centre including cash handling, shelf tidying, circulation routines, ordering stock, stocktaking, processing new stock, overdue procedures and bibliographic checking.
9. Provide student induction to LRC facilities to meet curriculum and syllabus requirements.
10. Develop skills to assist with research and study skills for individuals and groups of learners
11. Provide a book shop service and supply bursary books to eligible students in accordance with college policies and procedures
12. Create and put up displays within the Learning Resource Centre.
13. Develop and implement expertise in identification and utilisation of information sources, both printed and electronic in designated subject areas.
14. Support the planning, promotion and delivery of enrichment activities that enhance the student experience and contribute to personal development.
15. Work collaboratively with the Student Senate to support student-led initiatives, promote student voice, and ensure representation within the LRC and wider College activities.

#### **Generic Duties and Responsibilities:**

16. Promote a culture of innovation, excellence and equality.
17. Reflect the vision, mission and values of the College.
18. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
19. Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
20. To actively contribute to the risk management of the College.
21. To positively promote and implement the College's strategies on equality, diversity, safeguarding.
22. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
23. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
24. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***



## Learning Resource Centre (LRC) Assistant Person Specification

Assessment Method					
Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References

\*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Education and Qualifications						
<u>Essential</u>						
• GCSE Grade C (4/5) or above in Maths & English (or equivalent)	✓		✓		✓	
<u>Desirable</u>						
• Qualification in IT (e.g ECDL or equivalent)	✓				✓	
Skills and Experience						
<u>Essential</u>						
• Experience of working directly with customer	✓	✓	✓			✓
• Understanding and commitment of equality, diversity and inclusion in work and the learning environment	✓		✓			
• Ability to work sensitively and with empathy with learners, parents and staff			✓			
• Understanding of the way that the service area can positively impact on the learners' experience	✓		✓			✓
• Good digital literacy skills	✓	✓	✓			
<u>Desirable</u>						
• Work experience in a public/college library environment	✓		✓			
Personal Attributes						
<u>Essential</u>						
• Excellent interpersonal skills with the ability to develop positive working relationships at all levels ( <i>internally and externally to college</i> ) and to translate ideas into actions	✓		✓			✓
• Emotional intelligence, self-awareness and confidence			✓			
• Accuracy and attention to detail			✓			
• Excellent organisational skills with the ability to self-manage, prioritise and work effectively under pressure		✓	✓			✓
• Able to work collaboratively within a team and with external partners	✓		✓			✓

• Flexible approach to working	✓		✓			
<b>Other Requirements for Employment</b>						
<u>Essential</u>						
• Enhanced DBS check						

**Updated - June 2025**