



## Learning Resource Centre Assistant Job Description

<b>Area</b>	: <b>Learning and Learner Services</b>
<b>Salary</b>	: <b>£17,142 - £18,473 per annum (<i>pro rata</i>)</b>
<b>Hours of Work</b> ( <i>Full-time/Part-time</i> )	: <b>37, part year working 40 weeks per year</b>
<b>Line Manager</b>	: <b>Participation and Learning Services Manager</b>
<b>Responsibility for</b>	: The provision of an effective and efficient Learning Resource Centre (LRC); : To ensure that an environment conducive to learning is maintained at all times; : To undertake general library duties and responsibilities; <i>and</i> : Promoting and safeguarding the welfare of children and young persons in line with College policies.

### Main Purpose of Job:

To provide excellent customer service, in order 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.

### Key Duties and Responsibilities:

1. Assist learners and staff with their enquiries and information needs using a range of sources.
2. Assist learners and staff in the use of the resources and facilities available in the Learning Resource Centre.
3. Supervise learners in order to maintain a pleasant and safe working environment and be responsible for managing appropriate behaviour at all times.
4. Provide support to both lecturers and learners during booked lessons in the LRC and from time to time manage small groups of learners in that lesson under the direction of the LRC Manager or lecturer.
5. 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.
6. Assume responsibility for the day to day running of the Learning Resource Centre when needed.

7. Cascade training to other members in the team as required.
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 learner induction to LRC facilities to meet curriculum and syllabus requirements.
10. Deliver research and study skills sessions to groups of learners.
11. Liaise with curriculum areas in relation to learning resources.
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 and to promote these sources as directed by line manager.
14. Undertake regular evenings as part of a rota system.

**Generic Duties and Responsibilities:**

15. Promote a culture of innovation, excellence and equality.
16. Reflect the vision, mission and values of the College.
17. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
18. Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
19. To actively contribute to the risk management of the College.
20. To positively promote and implement the College's strategies on equality, diversity, safeguarding.
21. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
22. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
23. 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 Assistant Person Specification



	Assessment Method					
	Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References
*Test = Skills Test/Knowledge Test/Micro Teach/Presentation						
<b>Education and Qualifications</b>						
<u>Essential</u>						
• GCSE Grade C (4/5) in English and Maths (or equivalent)	✓				✓	
• Evidence of ongoing professional development	✓				✓	
<u>Desirable</u>						
• IT qualification (ECDL or equivalent)	✓				✓	
<b>Skills and Experience</b>						
<u>Essential</u>						
• Experience of working directly with customers	✓		✓		✓	
• Experience of working in a similar educational or resource centre environment.	✓		✓			
• Excellent digital skills	✓		✓		✓	
<b>Personal Attributes</b>						
<u>Essential</u>						
• Excellent inter-personal skills with ability to develop positive working relationships at all levels (internally and externally to College)	✓		✓			
• Emotional intelligence, self-awareness and confidence	✓					
• Accuracy and attention to detail			✓			✓
• Excellent organisational skills, ability to prioritise and work effectively under pressure			✓			✓
• Flexible approach to working (including occasional evening and weekend work)			✓			
• Demonstrate an understanding and commitment to equality, diversity and inclusion in both the work and learning environment			✓			✓
• Commitment to on-going professional development	✓					✓
• An understanding of their responsibilities relating to the safeguarding of young people and vulnerable adults			✓			
<b>Other requirements for employment</b>						
<u>Essential</u>						
• Enhanced DBS check						

Updated: December 2021