

JOB DESCRIPTION

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| Job title: | Library and Study Skills Assistant |
| Reporting to: | Head of Library Services |
| Salary: | £17,673 - £19,894 pro rata per annum (actual salary £11,152 - £12,553 per annum) |
| Hours of work: | 25 hours per week, term time only plus 10 working days |

Main responsibilities:

- Provide help for the study and library users to promote independent learning by working with students to develop in the following areas:
 - Literacy skills
 - Numeracy skills
 - IT skills
 - Research skills
 - Organisational skills
 - Time management skills
 - Revision techniques
 - Note taking techniques
- Work with individuals, small groups and run workshops as directed by the Head of Library Services.
- Prepare materials and resources, including those for display as directed by the Head of Library Services.
- Provide information on literacy and study skills.
- Work with individuals and small groups as directed by the Head of Library Services.
- Support the Library's promotion of wider reading, as well as facilitate book discussion groups.
- Assist staff and students in the use the library catalogue and also in the use of the printers and photocopiers in the library.
- Operate the till for the collection of fines and the sale of stationary and consumables from the library desk.
- Supervision of students, maintaining the required working atmosphere, including behaviour management and promoting a climate conducive to independent learning
- Provide support in the use of library facilities including software packages.

- Operation of the booking and issues systems for the Library facilities/support including:
 - Maintaining the loan procedure
 - Cataloguing the library material
 - Maintaining the collection of periodicals, including budgeting, selection, acquisition, organisation and promotion of use
 - Raising awareness of library events, new stock, and electronic resource updates
 - Dealing with general enquiries
 - Issuing/returning books
 - Reserving books
 - Withdrawing books from catalogue
 - Processing all new books
 - Restocking shelves and maintaining them in a tidy order
 - Sending out weekly overdue book notifications
- Ensure that materials and resources are easily accessible and in good supply.
- Contribute to the development of resources and support strategies to meet student and staff needs.
- Participate in the student and staff induction programme.
- Provide high quality audio visual services to support learning.
- Help to identify students' learning and information needs, and help students address those needs.
- Keep inventories of equipment and resources and accurate records of materials used, providing information as requested and completing all necessary paperwork in accordance with college procedures.
- Be responsible for the care and basic maintenance of equipment.
- Ensure that student work areas are safe, clean and tidy.
- Assist in promotional activities of the library.
- Managing student survey plus reports and designing questionnaires using Survey Monkey.
- Maintaining and updating the library section on Moodle.
- Operating the MyPC bookings, topping printing credits and booking study rooms.

General duties and responsibilities:

- Work within the requirements of the college's established 'Key Features of an Outstanding Programme Area' which reflect the college's operational aims and objectives
- Undertake training and development activities relevant to the position
- Co-operate with the college in complying with relevant health and safety legislation, policies and procedures
- Carry out the duties and responsibilities of the post in compliance with the college's equal opportunities policy
- Support the aims and ethos of the college
- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Maintain an awareness of safeguarding children initiatives and undertake training as required
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post

Other Information

Contract/Hours: This is a part time permanent post starting in August 2017.

The role is term time only, however the post holder will also be required to work an additional 10 working days throughout the academic year.

Person Specification: Study Skills and Library Assistant

| Criteria for Selection | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none"> GCSE English and Maths grade A-C or equivalent or able to demonstrate this level of literacy and numeracy A level or equivalent | <ul style="list-style-type: none"> Degree level or equivalent |
| Experience | <ul style="list-style-type: none"> Experience of library work in an academic or public library or experience of study skills support Experience of working with the public, particularly young people Experience of administrative duties | |
| Skills and Abilities | <ul style="list-style-type: none"> Awareness of how to develop literacy and numeracy Effective IT skills Excellent communication skills both oral and written Excellent attention to detail and high levels of accuracy Ability to work in a supportive and patient manner with students and staff to provide high quality customer service Ability to develop good working relationships with colleagues Ability to demonstrate a flexible approach to work and changing priorities Ability to exercise initiative Ability to organise and prioritise own workload Ability to maintain acceptable standards of behaviour and implement the library code of conduct | |
| Other Requirements | <ul style="list-style-type: none"> Interest in reading and knowledge of trends in adult and young adult fiction Awareness and commitment to equality and diversity, safeguarding and health and safety | |