

JOB TITLE: Learning Resource Assistant

ACCOUNTABLE TO: Learning Resource Manager

JOB PURPOSE To assist in the promotion of teaching and learning across the College through efficient and effective running of the Learning Resource Centres

KEY RESPONSIBILITIES

- To supervise students in designated study areas in order to maintain a purposeful atmosphere.
- To provide front line LRC services, to include allocating students to computers and study places, issuing, returning and renewing materials, collecting payments and selling consumables.
- To assist in the processing of LRC acquisitions, entering data on the automated catalogue, checking data and updating entries as required
- To ensure that the rules relating to security of stock, computer systems and equipment are applied appropriately
- To respond to student and staff enquiries relating to the use of the LRC facilities
- To assist students in finding information and demonstrating the techniques to help them find information for themselves
- To create displays and produce materials to publicise the LRC and its services
- To be responsible for one or more defined areas of LRC administration, as agreed with the LR Manager
- To operate photocopiers and computer equipment, rectifying day to day faults as necessary
- To provide administrative support for the work of the LRC, to include word processing, budget analysis, filing and record keeping

- To undertake shelving and shelf-tidying
- Together with other members of the team, to resolve day-to-day problems in the absence of the LRC Manager

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

NOTES

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

Attribute	Criteria	Method of Assessment
Education & Qualifications		
A good standard of general education including English and Maths at GCSE grade C or above or equivalent	Essential	Certs/App Form
A-levels or equivalent	Desirable	Certs/App Form
Computer qualifications (for example RSA Stage II, Word Processing, ECDL or CLAIT)	Desirable	Certs/App Form
Experience, Knowledge & Abilities		
Experience of working in an administrative capacity	Essential	App Form/Int
Experience of dealing with enquiries	Essential	App Form/Int
Experience of working in college or school context	Desirable	App Form/Int
Experience of working in a Learning Resource Centre	Desirable	App Form/Int
Confident and competent in the use of IT in a working environment	Essential	App Form/Int
Excellent communication skills, both verbally and in writing	Essential	App Form/Int
Ability to work in a friendly and professional manner	Essential	Int
Ability to use own initiative	Essential	Int
Good planning and organisational skills	Essential	App Form/Int
Capacity to work under pressure and without direct supervision	Essential	App Form/Int
Energetic, reliable and positive	Essential	Int
Careful with routine tasks	Essential	Int
Willing to be flexible in approach to work	Essential	Int
Committed to the development of own skills	Essential	Int
Interpersonal Skills & Qualities		
Flexibility and resilience	Essential	Int
Open and approachable manner	Essential	Int
Calmness under pressure	Essential	Int