



## **Job Description**

### **Library Assistant**

**Responsible to:** Library Manager

**Purpose:** To assist in the provision of an efficient Library and Information service to the College

#### **Main responsibilities:**

- Counter duties – issue, renewal & return of materials, assistance with IT, etc.
- Shelving and tidying of materials
- Supervision of students using the Library - ensuring that the atmosphere in the Centre is one conducive to study
- Processing of new stock – labelling, covering, security triggering etc.
- Maintenance and repair of existing stock
- Participation in the provision of an enquiry service for students and staff
- Supporting students in the use of physical and digital learning resources
- Provide-administrative support to the Library Manager / Librarian
- Promotion of Library services and resources and the production of publicity materials
- Liaison, mentoring and support for student volunteers
- Carry out all duties with due regard to Health and Safety Regulations
- Positively promote equality of opportunity for staff and students
- Other duties as required / delegated by the Library Manager

#### **Other tasks:**

- Financial transactions for Library charges
- Stock checking
- Maintenance of finance records for the Library Manager
- Maintenance of stationery supplies
- Recording of usage statistics
- Informing teaching staff of additions to Library stock
- Maintaining the Library's reservation system – chasing items, keeping statistics
- Withdrawal of items from the Library catalogue
- Maintenance of Library equipment: e.g. photocopier, date stamps etc.

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
Education	Good standard of general education. GCSEs or equivalent qualifications and/or experience.	A levels or equivalent qualifications and/or experience.
Work Experience	Some experience of customer service.  Willingness to undertake routine tasks.	Experience of working with young people / working in education.
Library Experience		Some familiarity with library systems (as a user) e.g. an awareness of the Dewey decimal system.  Previous experience working in a library / information environment
IT skills	Confidence and competence in using IT and the internet. A willingness to update these skills through training.	Working knowledge of Google Apps (docs, sheets, sites etc.)
Personal qualities	Excellent interpersonal and communication skills.  Confidence to approach students and manage their behaviour in a calm, reasonable way.  Good attention to detail.  Proven team worker.	
Personal outlook	Possess a mature and responsible attitude to work.  Have a strong empathy with / interest in working with the 16-19 age group.  Enjoy helping students learn.	