

## JOB DESCRIPTION

---

**Post Title:** Library Assistant

**Salary Range:** £22,011 pro rata, per annum  
(Support Scale 4, Points 11)

*£8,003.58 per annum - Salary estimation based on 15 hours per week,*

*Term Time Only: 40 weeks per year*

**Contract:** Permanent/Part Time/Term Time Only

**Reference:** MN11247

### PROTECTION OF CHILDREN AND YOUNG PERSONS (THE CHILDREN'S ACT 1989)

Any offers of appointment will be subject to a Disclosure and Barring Service (DBS) check (formerly CRB), a certificate of good conduct if applicable, plus receipt of satisfactory references, Occupational Health clearance, an understanding of safeguarding and qualifications verification. An Enhanced DBS check is required for this position, as you will be working within 'Regulated Activity' within a specific place (i.e. the College).

This role is classed as working within Regulated Activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. By applying for this position, you agree to an Enhanced DBS check in line with DBS regulations.

<https://blob.wcg.ac.uk/pdf/wcg-child-protection-procedure-v6-278918161015bf8861f2837582c7673a.pdf>

### BACKGROUND TO THE POST

WCG is a large, FE / HE, multi-site college offering courses on six campuses. Most of the college campuses have their own library dedicated to supporting the learning needs of its users. The Libraries are part of the Skills and Apprenticeships department.

Working within a team providing services to a diverse community, you will need to be flexible, enthusiastic and adaptable in an ever-changing but exciting environment. You will be in constant contact with staff and students; effective communication, good customer care and interpersonal skills are essential requirements, as is a good level of computer literacy. Library Assistants report to Library Team Leaders and assist in the daily operation of cross-departmental services within the Library.



You will be part of a team involved in delivering inductions & providing study skills training in using the library's print & online resources. You will ensure that all customer enquiries are answered and that customers have easy access to books, journals and other resources and services. You will participate in collection development activities including checking reading lists, weeding stock and liaising with academic staff.

You will help maintain the library as a suitable learning environment including managing behaviour & noise. You will also cover the library help desks and work in teams with a clear customer service focus. You will assist with daily operations, such as providing IT support, cataloguing, shelving and tidying. Educated to Level 3 and above, you may bring with you skills in another discipline that will complement the nature of the service.

### **DUTIES AND RESPONSIBILITIES**

- Carry out Library daily operations: use of Library Management System, locating relevant resources, customer enquiries, staffing help desks and rotas etc.
- Maintain student discipline, ensure an environment conducive to learning and provide a courteous and efficient service to all Library users.
- Participate in Collection Management - checking reading lists, recommending purchases, stock weeding, cataloguing new stock, and liaising with academic staff regarding resources.
- Provide support to students and staff in the use of a range of electronic resources to enhance independent learning.
- Participate in inductions and study skills sessions in collaboration with your Library Team Leader and the lecturing staff.
- Provide IT support to students and staff in the use of Microsoft Office & Google Apps for Education.
- Assist your Library Team Leader with routine daily operations, data collection and statistics.
- Promote library resources by the production of print and online guides and learning materials, and the creation of displays.
- Contribute to the 'learning culture' of the Library by proactively seeking and being prepared to participate in staff training and development activities.
- Take responsibility for his/her personal development as a member of the College Library team.
- Willingness to obtain an Emergency First Aider qualification.
- Conduct an agreed range of tasks and responsibilities to support overall team objectives.

**In order to support during busy exam periods, you may be asked to undertake exam invigilator duties. The College will provide training.**

The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

### **HEALTH AND SAFETY**

To ensure a safe working environment for colleagues, students, and visitors in line with the HASAW Act and the College Health and Safety Policy.

## **SAFEGUARDING**

Safeguarding and promoting the welfare of children and vulnerable adults for whom you are responsible and whom you come into contact with.

## **ANNUAL LEAVE**

The College offers a generous annual leave entitlement to support staff, commencing with 25 days rising to 28 days after 5 years' service, pro rata per annum plus 8 statutory days (Public & bank Holidays) and College closure days (all pro rata for part time posts).

## **WORKING WEEKS**

This post is normally for 40 working weeks per year but this may be less if the post holder starts after the beginning of the academic year. Salary will be paid in equal monthly amounts across the academic year.

## **HOURS OF WORK**

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, normally 15 hours per week.

## **PLACE OF WORK**

The principal place of work will be the College's premises based at our Rugby College. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which we may provide services.

## **OFFERS OF WORK**

For the successful candidate a conditional offer of work will be made. Our offer of work will be conditional upon a number of mandatory pre-employment checks, to include but not limited to DBS, Barred List check, right to work check, internet search, TRA check (academic posts).

## **EMPLOYEE BENEFITS**

When you join WCG we offer you a whole host of employee benefits, including:

- The opportunity to apply for Hybrid working.
- Generous annual leave entitlement plus up to 4 free College Closure days a year.
- Comprehensive training programme.
- Leadership & Management training programme to develop our next generation of managers.
- Superb health and wellbeing support with Wellbeing@WCG.
- Employee Assistance Helpline offering free, confidential, 24 hours support and guidance.
- The opportunity to join our voluntary health cash plan run by Health Shield.
- Free on-site gyms at most colleges.
- Discounted part time and professional courses.

- Cycle to work scheme.
- Discounted hair & beauty treatments in our college salons.
- Pension schemes.
- Free will writing service.
- Free car parking on-site.
- Staff discounts in our Plant Centre at Pershore College.

## PERSON SPECIFICATION

### Physical Make-up

Ability to perform the tasks as described in the job description. If you have a disability, you should not be discouraged from applying, since there are schemes available within the College which allow for the provision of special aids, premises to be adapted and other appropriate support provided.

**Ways in which these schemes might help in particular circumstances can be discussed with the HR department when making your application.**

Attainments		How Measured	
		Application	Interview
<b>Essential</b>	GCSE Grade C or above in English and Mathematics, or Level 2 <u>equivalent</u> qualification.	✓	
	Level 3 or above qualification.	✓	
	Proven track record of customer service in a diverse environment.	✓	✓
	Intermediate IT skills and evidence of supporting students.	✓	✓
<b>Desirable</b>	Experience of working in an educational library environment.	✓	✓
	Evidence of delivering training to individuals and groups.	✓	✓
	Experience of facilitating student learning and research.		✓
	Evidence of use of own initiative and working as team.		✓

	Knowledge of marketing services.		✓
	Knowledge of VLE.		✓
	Evidence of academic liaison.		✓
	Evidence of ability to manage groups of students and ability to deal with challenging situations.		✓
	First Aider qualification.		✓
<b>Skills and Knowledge:</b>			
<b>Essential</b>	Good oral and written communication skills.	✓	✓
	Willingness to try new things and to embrace change.		✓
	Enthusiasm for technology.		✓
	Ability to demonstrate an understanding and knowledge of Equality and Diversity.		✓
	Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children and vulnerable adults.		✓
	Ability to demonstrate behaviours, which support the Core Values of the College.		✓

**Applications should apply by sending a copy of their CV to [jobs@wcg.ac.uk](mailto:jobs@wcg.ac.uk)**

When selecting applicants for short-listing, the panel will consider the requirements listed in the Person Specification above. You are, therefore, advised to ensure that your application addresses the issues raised by providing examples/evidence.

We are conscious of the time and effort spent on applications. We do thank you for your interest, and we will let you know whether or not your application is successful at shortlisting. Due to the number of applications the College receives we are unable to provide feedback for candidates who are unsuccessful at shortlisting. The College regrets that it is unable to pay expenses incurred by attendance at interview.