

JOB DESCRIPTION

Job title: Graduate Trainee – Library Services

Reports to: Head of Library Services

Salary: £17,673 - £19,894 pro rata (actual salary £16,047 - £18,064 per annum)

Main responsibilities:

- Provide first line help for library users.
- Provide information on literacy and study skills.
- Work with individuals and small groups as directed by the library manager.
- 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.
- Supervise students, maintain the required working atmosphere, including behaviour management, and promote a climate conducive to independent learning.
- Provide support in the use of library facilities including software packages.
- Operate the booking and issues systems for the library facilities/support including:
 Raise awareness of library events, new stock, and electronic resource updates
 Deal with general enquiries and fines
 Issue/return books
 Process all new books
 Restock shelves and maintain them in a tidy order
- 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 student and staff induction programme.
- Help to identify students' learning and information needs, and help students address those needs; this may involve one to one support, and workshops.
- 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.

- Basic maintenance and troubleshooting of equipment.
- Ensure that student work areas are safe, clean and tidy.
- Assist in promotional activities of the library.
- Operate the MyPC bookings, topping printing credits and booking study rooms.

General:

- Work within the requirements of the college's established 'Key Features of an Outstanding Support Area' which reflect the college's operational aims and objectives.
- Undertake training and development activities relevant to the position;
- Cooperate 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 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 full time fixed term role starting in August 2017 and ending in July 2018.

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 – Graduate Trainee Library Services

Criteria for Selection	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Graduate status or equivalent qualification 	
Experience	<ul style="list-style-type: none"> Experience of administrative duties 	<ul style="list-style-type: none"> Experience of library work in an academic or public library
Skills and Abilities	<ul style="list-style-type: none"> Awareness of how to develop literacy and numeracy Excellent communication skills both oral and written Excellent attention to detail and high levels of accuracy Ability to use own initiative Effective IT skills Ability to maintain acceptable standards of behaviour and implement the library code of conduct Ability to organise and prioritise own workload Ability to work in a supportive and patient manner with students Ability to develop good working relationships with students and colleagues Ability to work effectively within a team Ability to demonstrate a flexible approach to work and changing priorities 	<ul style="list-style-type: none">
Specialist Knowledge	<ul style="list-style-type: none"> Interest in reading and knowledge of trends in adult and young adult fiction 	
Other Requirements	<ul style="list-style-type: none"> Commitment to a career in librarianship Awareness and commitment to equality and diversity, health and safety and safeguarding. 	