



JOB DESCRIPTION

Job Title: Senior Library Assistant

Salary: £14,578 - £15,052 per annum (pro rata of £26,666 - £27,532)
(Band D)

Hours: 22.5 per week, term time plus 2 weeks (41 weeks per year)

Line Manager: Library Manager

Job Purpose

To play a key role in the provision of an excellent learner centred environment and resources and services both within the library itself and its online platforms. To support wider skill development initiatives in preparation for university.

Main Responsibilities

- Actively ensuring student behaviour is managed so that the library is a productive student learning environment in accordance with Library and College policies
- Lead as required in the day to day operation of the Library
- Assist students and staff with the use of IT facilities and digital resources
- Handling enquiries and assisting students and staff with the use of print and digital resources
- Work with other Senior Library Assistants and the Library Manager as a dynamic team on a range of projects focussed on supporting, promoting and developing library resources
- Work with the other Senior Library Assistants and the Library Manager to develop and deliver dynamic and versatile training and education programmes for students and staff including inductions and a range of research skills and information literacy tutorials and sessions.
- Support those completing Extended Project or inter disciplinary projects or coursework in bespoke resource purchases and one to one research and referencing queries as required.
- Assist in Collection Management including supply of resources, stock maintenance, cataloguing, processing, withdrawals and stocktaking
- Contribute to the promotion of Library services and resources and the production of publicity and support materials
- Help administer and main library overdue and reservation processes and procedures including payment for lost and damaged items.

- Help administer and maintain the journals collection including selection, receipt, renewal, liaison with teaching staff and suppliers, record keeping and cataloguing of articles
- Assist in staff timetabling and organisation
- Liaise and support student library volunteers
- Assist in Library Management System administration and housekeeping
- Participate in College Open Events
- Undertake professional development and training to contribute to individual and College development
- Carry out all duties with due regard to Health and Safety Regulations
- Positively promote equality, diversity and inclusion for staff and students
- Carry out any other duties as may reasonably be required by the Library Manager



Person Specification

Skills	Essential	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Good standard of general education • Educated to degree level 	√	√
Experience	<ul style="list-style-type: none"> • Delivery of customer service • Team working • Delivering and/or supporting learning within education • Delivery of Library inductions and information literacy tutorials • Experience of working in a Library or learning environment 	√ √	√ √ √
Knowledge and Understanding	<ul style="list-style-type: none"> • Understanding of equal opportunities • Able to respond to different levels and abilities of students • Daily processes within a Library environment • Knowledge of post-16 environment and education 	√ √ √	√

Skills and Abilities	<ul style="list-style-type: none"> • Self-motivated - ability to work without supervision • Willingness to deal with difficult behaviour from students • Excellent interpersonal and communication skills • Excellent organisational skills • Computer literate • Excellent presentation skills • Excellent information skills 	√ √ √ √ √ √ √	
Attributes and Attitudes	<ul style="list-style-type: none"> • Approachable and friendly • Commitment to quality assurance • Flexible – willingness to work evenings, open and close the Library • Calm and patient • Adaptable to change 	√ √ √ √ √ √	
	<ul style="list-style-type: none"> • Good time management 	√	

Library Staffing Structure

