

JOB DESCRIPTION

1. **JOB TITLE:** Learning Centre Assistant
2. **SALARY:** SP7 – SP10
3. **RELATIONSHIPS:** The Postholder
 - is responsible to the Careers, Exams & LC Manager for service delivery and development.
 - will make and maintain productive, user focussed and professional relationships with all members of the College, colleagues from other educational establishments and other outside agencies.
4. **PURPOSE OF JOB:** To deliver a user focussed service to staff and students delivering, enabling and supporting access to resources and services provided by the Learning Centre (LC). To be the first point of contact on the Issue and Enquiries desk.
5. **KEY TASKS:**
 - Be the first point of contact for the Issue & Enquiry desk service
 - Support students and staff in making best the use of resources to support their learning
 - Use the LC management system to loan and return items to borrowers
 - Efficient and effective handling of enquiries relating to the full range of LC services
 - Cataloguing and processing new additions to stock and notifying users of relevant new additions
 - Maintenance of existing stock as required
 - Shelving returned stock and shelf tidying
 - Keeping the LC tidy
 - Contributing to the management of the LC as a study area
 - Maintaining equipment as required
 - Help support with the promotion of resources and production of promotional materials: resource guides, displays and posters as required
 - Complete any mandatory training required by the college
 - Take responsibility for safeguarding and promoting the welfare of all students
6. **CONTACTS**

The post holder will have a wide range of contacts with staff at all levels, students, parents, carers and College governors.
7. **DECISIONS:**

The post holder will have discretion to make day to day decisions on a range of issues, e.g. establishing their own priorities, the planning of events, monitoring systems and assisting their smooth operation.

8. WORK COMPLEXITY

The post holder must possess excellent organisational skills and be able to organise his/her own time.

9. CONDITIONS

9.1 This job description may be re-negotiated at the request of either the post holder or the Principal.

9.2 The duties and responsibilities of the post are subject to those detailed in the Statement of Conditions of Employment.

9.3 To take responsibility for safeguarding and promoting the welfare of all students

9.4 To contribute to the promotion of equality and individuality of all users of the college

9.5 Take responsibility for your own professional development and participate in the College's Appraisal Scheme.