

<b>Job title</b>	Librarian
<b>Salary</b>	Points 9 to 11 (£21,509 to £22,989) + London weighting (£4,136)
<b>Reports to</b>	Student Services Manager

#### **Purpose of the job**

To run the LRC as a high quality, learner central, support service promoting the LRC as an effective centre for independent learning for all students.

#### **Key duties**

- 1) Take responsibility for the effective operation and promotion of the LRC, managing its resources to enable students to find and evaluate information

#### **Main duties**

- 1) Actively promote the resources, services and facilities of the LRC.
- 2) To supervise students in the LRC and manage behaviour where appropriate.
- 3) To take responsibility for the selection and procurement of electronic and paper-based information resources with regard to value for money, usage and relevance to the curriculum.
- 4) To ensure the use of IT as a method of learning and encouraging its integration with the curriculum.
- 5) Assist the Student Services Manager in the management and administration of the LRC budget.
- 6) Support and advise teachers on enabling their students to find and evaluate information from a variety of sources
- 7) To work with teaching staff and students to ensure services provided meet curriculum needs.
- 8) To engage with students and ensure they are signposted to the appropriate support service from one central point in the LRC.
- 9) Support users in finding and evaluating information through paper-based, electronic and audio-visual resources.
- 10) Assist the Student Services Manager in the co-ordination and content of the LRC student induction sessions.
- 11) To assist the Student Services Manager in managing staffing levels and rotas to ensure that the LRC is open and staffed.
- 12) Provide direction, technical support and library training to LRC Assistants
- 13) To network with external organisations and comparable services to ensure effective operation.
- 14) To ensure the LRC facilities from open spaces, classrooms and one-to-one meeting rooms are fully utilised.
- 15) Manage the Library Management System (LMS), ensuring its effectiveness in managing student and staff lending.

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| <p>16) Perform a range of clerical and administrative duties to ensure the effective operation of the LRC, including taking responsibility for the issuing and returning of resources.</p> <p>17) Supervise any related room booking system and room use by staff and students.</p> <p>18) Implement the rules regarding conduct in the LRC, including the use of IT.</p> |
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<p><b>Other duties</b></p>
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| <p>19) Provide first aid to users of the LRC as appropriate (training will be provided)</p> <p>20) Undertake other duties as requested.</p> |
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You may be required to work evenings as part of your duties