Job Specification
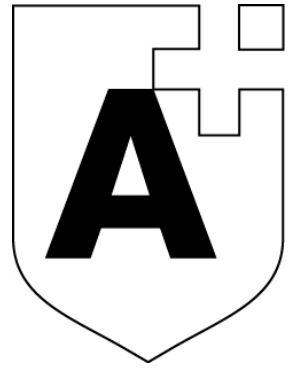
Learning Resources Assistant

HOURS: 36.5 hours per week for 40 weeks per year

SALARY: As per advert

LINE MANAGEMENT:
Through the Learning Resource Centre (LRC) Manager to the Director of Resources

MAIN RESPONSIBILITIES:

- Running the issue desk, using our Library Management System and undertaking tasks such as enquiries, issues, reservations and statistics.

- Supervising and supporting students using the LRCs.

- Assisting students in using IT, finding and using resources and promoting independent learning.

- Maintaining the stock in good order and repair, processing new stock and assisting with stocktaking.

- To develop the visual environment of the LRCs: maintain displays and promote tidiness.

- Managing and training student library monitors in the day to day running of the facilities.

- Management of the newspaper, magazine, DVD and CD stock across the Academy.

- Assisting relevant teaching staff with our paired reading scheme.

- Liaising with curriculum managers on the management of subject inspection copies and keeping paperwork files.

- Undertake relevant internal and external LRC training as arranged by the LRC Manager.

- Other administrative duties as reasonably directed by the LRC Manager.

Person Specification
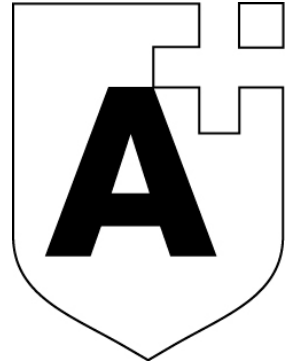
Learning Resources Assistant

EXPERIENCE AND SKILLS:

Essential:

- Experience of working in a library or similar environment.

- Interest in and an aptitude for working with young people in an educational environment.

- Ability to work as part of a team, but also independently and under own initiative.

- Well-developed interpersonal and communication skills.

- Ability to work to a high level of accuracy with attention to detail.

- Excellent administrative and organisational skills.

Desirable:

- Qualified to A level.

- Practical experience of computerised cataloguing systems (although training can be undertaken).

- Competent in the use and experience of IT.

- Ability to work under pressure.