



Brockenhurst College

JOB DESCRIPTION

POST:	LEARNING RESOURCES CENTRE ASSISTANT
POST NUMBER:	3631
WORKING HOURS:	Nominally 16 hours per week for 37 weeks per year, mainly during term time. Monday to Friday mainly between 10.30am and 14.15pm
GRADE:	Support Staff Payscale 2 Points 11 – 13 (£15,644 - £16,424 pro rata.)
SALARY:	On a point within the range. Salaries are reviewed annually.
APPROX INTERVIEW DATE:	30th October 2018
PURPOSE OF THE POST:	To undertake duties in the College Learning Resources Centre in support of student learning, success and achievement
RESPONSIBLE TO:	LRC Manager

Main duties and responsibilities most of which will be shared:

1. Assisting in the supervision of Centre users to ensure a quiet purposeful working atmosphere is maintained.
2. Assisting in administrative and clerical duties associated with the LRC.
3. Operation of a loan counter service to staff and students.
4. Assisting users with enquiries and the operation of equipment and software.
5. Cover for ILT Centre and STEM Centre for breaks including loans of LRC laptops and PC booking system.
6. Assisting with the clerical tasks associated with the Careers resources within the LRC.
7. Assisting in the receipt and checking of new books and materials.
8. Maintenance of LRC stock, including shelving, filing and book mending.
9. Assisting in the preparation of LRC publications and displays.
10. To carry out research for articles from a variety of sources to be included in LRC tumblr pages.
11. To assist students with the development of effective study skills including research and referencing.
12. To undertake such other duties commensurate with the grade of the post that may be reasonably required.

The Postholder will:

- Give a high profile to equality of opportunity in all areas of activity, including compliance with the Equal Opportunities policy.
- Aim to provide a safe and secure environment for all our students in compliance with our Child Protection policy.
- Ensure compliance with the Disability Statement, including the need to notify Personnel of any changes in circumstances.
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous personal and professional development.
- Carry out all duties with due regard to Health and Safety Regulations.
- Ensure compliance with the Financial Regulations of the College
- Ensure compliance with the College Computer & Telecommunication Systems regulations, policies and procedures.
- Notify Personnel of any changes in personal details, eg a change of name or address, car registration number, telephone number, next of kin/emergency contact details, etc.

This job description is current at the date shown but in consultation with the postholder it is liable to variation to reflect or anticipate changes related to the job.

Signature of postholder: _____	Date _____
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PERSON SPECIFICATION

JOB TITLE: Learning Resources Centre Assistant POST NO:

	ESSENTIAL	DESIRABLE
EDUCATIONAL QUALIFICATIONS/ ATTAINMENTS	Level 3 qualification or equivalent	Evidence of recent education/training success
EXPERIENCE REQUIRED	Dealing with members of the public Working in a customer services environment	Experience of working with 16-19 year olds Experience of working in an education library
SPECIAL KNOWLEDGE OR TRAINING	Up to date IT skills including familiarity with MS Office packages, internet and e-mail	Previous experience of using Apple mac computers Confident research skills, using both printed and electronic resources
ABILITIES, SKILLS & PERSONAL QUALITIES	Excellent written and verbal communication skills. Understanding of good customer care practices with the commitment to deliver excellent customer service. Ability to effectively prioritise own workload and work to deadlines Have the ability to exercise firmness and diplomacy and to encourage the maintenance of an environment for quiet study. Ability to use initiative and resolve practical problems Have the confidence to work independently	Ability to work accurately under pressure
RELATIONSHIPS	Good interpersonal skills with the ability to develop and maintain positive working relationships with individuals at all levels	
MOTIVATION	Interested in Library/information work	A willingness to develop new skills
SPECIAL CIRCUMSTANCES	Ability to vary working hours to accommodate the needs of the service	