

## **JOB DESCRIPTION**

<u>Post Title:</u>	Study Centre and Library Support
<u>Purpose:</u>	To provide support for students at a range of levels and maintain purposeful, working ethos in the Library and Study Centres whilst covering the lunch breaks of staff. To meet the needs of staff and students through the provision of educational resources.
<u>Responsible to:</u>	The Principal through the Director of College Services and the Library Manager.
<u>Liaising with:</u>	Relevant staff with cross college responsibilities, e.g. Library and Study Centre team, staff, teachers, IT support staff, Careers staff, Personal Tutors and support staff.

### **Main Duties and Responsibilities:**

#### **Library and Study Centres**

- Work on a rolling rota to cover the lunch breaks of Library and Study Centre staff.
- Maintain a purposeful, working ethos in the Library and Study Centres and ensure excellent levels of behaviour.
- Provide operational support and technical assistance in the use of the IT equipment, facilities and applications.
- Assist staff and students in accessing all formats of resources.
- Offer advice and guidance regarding administrative enquiries.
- Support the electronic booking system for the Library and Study Centres through class reservations.
- Contribute to the maintenance of an attractive working environment.
- Carry out general duties including shelving, stock maintenance, and ensuring an attractive working environment.
- Assist with the processing of books, journals, DVDs and other materials.
- Assist with the retrieval and allocation of reservations.
- Undertake cash handling including printing credits and fine payments.
- Work as part of a well-motivated team, supporting each other, and the department in its endeavours to assist the College to reach its strategic objectives.

#### **Staffing**

- To undertake staff development where appropriate.
- To take part in the College's Appraisal Process.

#### **Quality Assurance**

- To ensure the effective operation of quality assurance systems.

- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process.

#### Communications

- To ensure familiarity with the department's aims and objectives.
- To liaise with relevant external bodies as appropriate.

#### Marketing and Liaison

- To contribute to the College liaison and marketing activities.
- To link with external agencies as appropriate.

#### Other

- To support the aims and objectives of the College.
- To attend meetings in accordance with the College meetings schedule.
- To carry out duties with due regard to the College's policies on equal opportunities, Health and Safety and quality assurance.
- To undertake any other duties, the Principal or their designated alternate may reasonably direct from time to time within the context of the contract.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.

\* Please refer to the advertisement and department information for further details.

## PERSON SPECIFICATION: LIBRARY AND STUDY SUPPORT

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
<b>Experience</b>			
Recent evidence of providing general computer support and advice to staff and/or students	✓		Application, Interview
Recent evidence of working in a Supervisory capacity with students/ young people	✓		Application, Interview
Experience of providing Careers support		✓	Application, Interview
Experience of working in an educational establishment		✓	Application, Interview
Experience in an administrative role		✓	Application, Interview
<b>Skills and Knowledge</b>			
Ability to provide operational IT support, technical assistance and application support to students.	✓		Application, Interview
Ability to work with students from entry level to level 3	✓		Application, Interview
High level of literacy/communication skills	✓		Application, Interview
The ability to work with students with a range of abilities, in one to one situations, small group and whole class activities	✓		Application, Interview
Ability to work with other staff as a team	✓		Interview
Excellent organisational and administrative skills	✓		Interview
A clear understanding of developments in post-16 education		✓	Application, Interview
Ability to meet deadlines	✓		Interview
Evidence of commitment to Continuous Professional Development	✓		Application, Interview
<b>Qualifications</b>			
Educated to GCSE level or equivalent	✓		Application, Interview
A relevant degree level qualification or equivalent in an appropriate subject.		✓	Application, Interview
In possession of, or a willingness to work towards, a relevant IT qualification		✓	Application, Interview
<b>Attitude and Impact</b>			
Enthusiastic and willing to contribute to the developments in the area	✓		Interview
Smart in appearance and manner	✓		Interview
Flexibility and a readiness to undertake a wide range of tasks	✓		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		Interview
<b>Personal</b>			
Enhanced DBS Clearance *	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓		Interview
<i>* this will follow an initial offer of employment</i>			