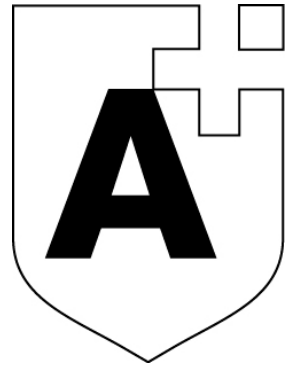


# Job Specification



## Learning Resources Assistant

**HOURS:** 36.5 hours per week for 40 weeks per year

**SALARY:** As per advert

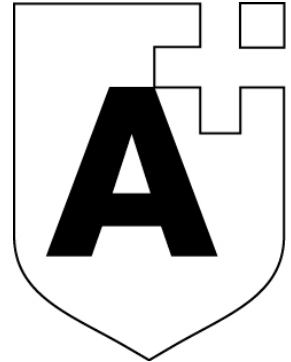
**LINE MANAGEMENT:**

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.