

**Job title** Library Assistant

## Reference

**Salary** £16,259.00 - £17478.00 Dependant on Experience

**Location** Broad Oak Centre

**Hours** 37 hours

## 1. Purpose

The post holder will provide library users with support and advice in accessing and using the full range of library facilities, college computer network and Virtual Learning Environment resources.

## 2. Main Duties and Responsibilities

- To assist and support line manager in the provision of a quality service
- To assist in the provision of efficient and effective facilities throughout the library
- To provide support, advice and guidance to staff and students using both electronic and hard-copy information resources
- To provide demonstrations of facilities to visitors/users as required
- To assist with Induction and study skills workshop programmes
- To assist in the development of information learning technologies within Library+
- To liaise with IT services to maintain computers, systems and programmes to support teaching and learning
- To carry out a range of library desk duties as required
- To effectively use a range of electronic library management systems
- To liaise effectively with curriculum staff in the development of book collections
- To collate and produce a range of library statistics as required
- To work co-operatively and effectively with all departments cross-college
- To be proactively involved in the organisation and delivery of library commercial activities to help meet agreed income targets
- To follow cash handling procedures as set out in the Library staff manual
- To liaise with security, premises and other college staff as effectively and deal appropriately with difficult situations

### In addition to the above, the post holder is expected to:

- Work at least one evening per week until 8pm
- Have an awareness and regard for Health and Safety procedures and instructions
- Participate in training and development and take part in staff development activities
- Take responsibility for promoting and safeguarding the welfare of children and young people that the post holder has responsibility for or contact with
- Undertake any other duties that may be reasonably required, commensurate with grade and scope of this post and agreed with the relevant line manager