

JOB DESCRIPTION

Post:	Learning Resources Assistant
Responsible to:	Learning Resources Team Leader (Resources)
Salary:	Part Time 18.5 hours per week Term Time Only 38 weeks £18,735 - £20,615 pro rata (£7,920 - £8,715 per annum) Scale 3 (Pts 17 – 20)
Conditions of Service:	Truro and Penwith College Conditions of Service.
Main Purpose of Job:	To assist in the day-to-day running of the Library and Learning Resources service.
Specific duties:	<p>To assist and support the Learning Resources Manager in the provision of a Library and Learning Resources service.</p> <p>To assist in the provision of a counter and enquiry service to users in the Library.</p> <p>To organise the maintenance, display and circulation of resources.</p> <p>Effective handling of day-to-day enquiries in person, over the telephone or by email.</p> <p>To perform general administrative duties including word processing, handling the post and various other tasks as required.</p> <p>To undertake stock checks including repair and renewal and replacement of stock.</p> <p>To respond flexibly to the varied requirements that will inevitably emerge in the process of developing the scope of the department.</p> <p>To undertake such cross-college responsibilities as may from time to time be ascribed to the post.</p>

General Requirements: As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION
LEARNING RESOURCES ASSISTANT

Ideally, the person appointed will have the following skills and experience:

- knowledge and understanding of current library procedures
- library experience but not necessarily in an educational setting
- a qualification at degree level, is desirable
- high level of IT literacy particularly in the use of word processing and spreadsheets
- good working knowledge of the use of the internet
- good inter-personal skills in dealing with students, staff and members of the public
- excellent organisational and administrative skills
- professional telephone manner
- a willingness and flexibility to learn, to adapt and then operate new procedures effectively

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.