

JOB DESCRIPTION

Post:	Learning Resources Assistant
Responsible to:	Learning Resources Manager
Salary:	£22,011 - £22,334 per annum (£13,078 - £13,270 per annum) Scale 3 (Pts 18 – 20) Part Time 26 hours per week, Term Time 38 weeks.
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.

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.