



Job Description

Post: Learning Resources Administrator

Salary/Grade 4

Responsible to: Library and Study Centres Manager

Main purpose of the post:

- To assist the Learning Resources Manager in providing a welcoming and efficient enquiry and services to both staff and students using the Learning Resources Centre.
- To assist with the College's Teaching and Learning goals of independent research to support subject content and to inspire students to read for pleasure.
- To assist students in the Learning Resource Centre and ensure that the rules for using the space are being observed.
- To be confident in providing digital support to students.

Main duties:

1. Operational/Strategic Planning

- 1.1 Contribute to setting standards in the Department's annual self-assessment report and action plan in line with the College's planning and quality assurance procedures.

2. Training

- 2.1 Provide support for college student induction and staff training on learning resources and online resources.
- 2.2 Provide support to staff and students in the use of a range of electronic resources and course related software packages, including Microsoft Office applications, online revision tools and access to subject print resources and ebooks.
- 2.3 Provide support to staff and students in locating resources and handling library loans.
- 2.4 Support in the creation of basic digital guides, help sheets, or signposting materials for students

3. Curriculum Provision and Development

- 3.1 Advise College staff and students on digital learning resources, our online platforms, and study technologies.
- 3.2 Support curriculum delivery by promoting relevant digital tools and resources and providing learning support for students.

4. Staffing

- 4.1 Work collaboratively as part of a team to share good practice.
- 4.2 Work flexibly providing cover for absent colleagues when required.
- 4.3 Participate in continual professional development and coaching and mentoring to enhance and share good practice.

5. Students

Student Support

- 5.1 Provide a visible and approachable presence within the Library and Study Centres.
- 5.2 Support students in developing:
 - Independent study habits
 - Digital organization skills
 - Confidence using technology
 - Effective study skills and learning strategies
- 5.3 Ensure students follow expectations for both physical and digital use of the spaces.

Safeguarding

- 5.4 Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy and Prevent Strategy.

Discipline

- 5.5 Take responsibility for promoting good standards of behaviour and conduct in students by implementing and reporting breaches of the Student Conduct and Discipline policy.

Learner Involvement

- 5.6 Contribute to the development and implementation of the Learner Involvement Strategy in order to improve the quality of provision and to respond appropriately to learner needs.

6. Quality Assurance

- 6.1 Contribute to the Self Assessment Report and Quality Improvement Plan within the Department.

6.2 Participate in the College's Performance Management Appraisal (PMA) system and have an annual review meeting with your line manager.

6.3 Keep a professional development file to record personal training and development.

7. Equality and Diversity

7.1 Create a purposeful, positive and supportive working environment, sensitive to equality and diversity.

8. Management Information and Administration

8.1 To maintain records of student usage of the facilities, including the administration of Supervised Study.

9. Communications

9.1 Attend College events, briefings and meetings as part of the College's meeting schedule.

9.2 Use the College's systems, policies and procedures to communicate issues as necessary.

9.3 To provide a basic enquiry service for all staff and students within the Learning Resources Centres.

10. Marketing and Liaison

10.1 Contribute to the marketing and promotion activities of the College and the Department.

11. Management of Resources

11.1 To provide a counter service for the efficient operation of the computerised library management system (Accessit) and ICT booking system (MyPC).

11.2 To undertake clerical duties to ensure the efficient operation and maintenance of the Study Centres.

11.3 To maintain the tidiness of the library shelves (including books, journals, newspapers, multimedia and equipment), storage and study areas.

11.4 To process new library stock and repair existing stock.

11.5 To provide basic support for core IT applications, such as Microsoft Office.

12. Other

12.1 Contribute to the college mission and ethos and support the aims and objectives of the College.

12.2 Follow and comply with the College's policies and procedures as outlined in the Staff Handbook and take responsibility for the duty of care in respect of the levels of Health and Safety across the College.

12.3 Undertake any other duties of an equal nature as assigned by the Principal or her designated alternate.



PERSON SPECIFICATION

Post: **Learning Resources Administrator (Library and Study Centres)**

Responsible to: Library and Study Centres Manager

E: Essential	D: Desirable
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CRITERIA	E	D	METHOD OF ASSESSMENT
<u>QUALIFICATIONS</u>			
1. Evidence of at least five GCSEs (grades A-C) or equivalent, including English and Maths.	✓		Application Form
2. Recognised IT qualification (e.g. CLAIT, ECDL)		✓	Application Form
<u>EXPERIENCE</u>			
1. Experience of working in an educational environment		✓	Application Form/ Interview/References
2. Experience of working with Learning Resources		✓	Application Form/ Interview
3. Experience of working with or using Virtual Learning Environments		✓	Application Form/ Interview
4. Experience of managing equipment and resources.	✓		Application Form/ Interview
5. Experience in the use of core software, such as MS Word, Access and Excel.	✓		Application Form/ Interview
6. Experience of providing excellence in a customer service role	✓		Application Form/ Interview
<u>SKILLS/ABILITIES</u>			
1. Good organisational skills with the ability to prioritise	✓		Application Form/ Interview
2. Excellent interpersonal skills and ability to communicate clearly with others	✓		Application Form/ Interview

3. Able to work on own initiative, unsupervised as well as cooperatively in a team.	✓		Application Form/ Interview
4. Ability to seek positive solutions to problems	✓		Application Form/ Interview
5. Able to demonstrate an interest in his/her own learning and development and that of others.	✓		Application Form/ Interview
6. Display a passion for reading and a knowledge of wider literature		✓	Application Form/ Interview

TRAINING

1. Willing to undertake staff development commensurate with this post	✓		Application Form/ Interview
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OTHER

1. Demonstrate a clear understanding of issues in relation to safeguarding children, young people and vulnerable adults	✓		Application Form/ Interview
2. Demonstrate a clear understanding of equal opportunities and diversity issues	✓		Application Form/ Interview
3. Demonstrate a genuine commitment to the highest standards of customer care	✓		Application Form/ Interview