
Job Description for Learning Resource Centre Assistant

Responsible to: Assistant Principal NCB

Based at: New College Bradford

OVERALL PURPOSE OF THE POST

- To take responsibility for the operational running of the LRC, to promote the LRC as a high quality, learner central, support service and as an effective centre for independent learning for all students.
- To support all LRC users by providing an outstanding level of customer service and administrative support.
- To co-ordinate, monitor and promote the use of resources and the LRC to support college priorities.

MAIN DUTIES

- Ensure the effective operation and promotion of the LRC; the resources, services and facilities it has to offer.
- Assist in the collection, development, and monitoring (issuing and returning) of resources in the LRC.
- To market the LRC resources and services effectively to both staff and students using various different methods.
- To work with teaching staff and students to ensure services provided meet curriculum needs.
- Co-ordinate and develop the LRC Induction, and any other 'self-help' resources that assist users in using the LRC facilities.
- Supervise the Library Management System (LMS), ensuring its effectiveness in managing student and staff lending.
- Provide a point of information for students and staff, and to signpost and support other services in the Learning Resource Centre and beyond.
- Implement the rules regarding conduct in the LRC, including the use of IT.
- To ensure the LRC facilities from open spaces, classrooms and one-to-one meeting rooms are fully utilised.
- Perform a range of clerical and administrative duties to ensure the effective operation of the LRC.
- Provide support to other departments located in the LRC as appropriate.
- Support the administration of free school meals.
- Supervise the room booking system and room use by staff and students and, where appropriate, provide training for college staff in the use of the room booking system.
- To network with external organisations and comparable services to ensure effective operation.
- Liaise with the LRC budget holder, as appropriate, regarding appropriate resource needs in the LRC.
- Assist in safe evacuation of the building in the event of an Emergency Evacuation or "lockdown".
- Liaise with staff, students, suppliers and other stakeholders as appropriate.
- Supervise and provide support in the use of IT and photocopying equipment.
- Support the IT Helpdesk Technician with basic IT queries, such as password resets.
- Provide first aid as part of a rota system to students, staff and visitors as and when required.

- Undertake other duties as requested.
- **You may be required to work up to 2 evenings per academic year to support trust events.**

POST SPECIFIC DUTIES

- Operate a student payment desk – taking student/parent payments for such as trips and visits as required, writing and issuing receipts and entering details on to the finance system.
- Be responsible for cashing up on the payment desk at the end of each day in line with set procedures.
- Contribute to providing lunch time and holiday cover for Reception.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Learning Resource Centre Assistant

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIREABLE
Relevant Experience	• Experience of using computerised administration systems. • Experience of using a computerised library database.	• Experience of budget management. • Experience of providing an efficient and effective library service. • Previous experience of cash handling.
Education and Training	• Good standard of general education at GCSE level or equivalent. • Excellent word processing skills. • High level of IT skills. • Willingness to undertake further training relevant to the post.	
Special Skills and Knowledge	• Understanding of library cataloguing and classification systems. • An understanding of how to handle sensitive data of a confidential nature. • Customer services/care approach to work. • Attention to detail/accuracy. • Excellent organisational skills.	• Understanding of copyright issues. • Willingness to undertake appropriate first aid training to support the college first aid rota.
Personal Skills and Qualities	• Ability to communicate at all levels (both internally and externally). • Initiative and self-motivation. • Good verbal and written communication skills – clear spoken/written English. • Good problem solving skills. • Ability to work effectively as part of a team but also to work using your own initiative.	
Additional Factors	• An interest in the education sector. • Willingness to contribute to whole college events. • Excellent personal and organisational skills. • A supportive and empathetic approach to students. • Ability to cope with unexpected situations. • Flexible approach to work – ability to work early mornings/late evenings when required. • Enthusiasm and commitment for the post.	