

<b>Job title</b>	Learning Resources Centre Assistant (term-time only)
<b>Salary</b>	Points 3 (£18,593) + London weighting (£4,136) on pro rata basis
<b>Reports to</b>	Student Services Manager

#### **Purpose of the job**

To promote and support the Learning Resources Centre (LRC) as a high quality, learner central, support service and as an effective centre for independent learning for all students

#### **Key duties**

- 1) To support all LRC users by providing an outstanding level of customer service and administrative support
- 2) To co-ordinate, monitor and promote the use of resources and the LRC to support college priorities

#### **Main duties**

- 1) Ensure the effective operation and promotion of the LRC; the resources, services and facilities it has to offer.
- 2) To supervise students in the LRC and manage behaviour where appropriate.
- 3) Assist in the collection, development, and monitoring (issuing and returning) of resources in the LRC.
- 4) To market the LRC resources and services effectively to both staff and students using various different methods.
- 5) To work with teaching staff and students to ensure services provided meet curriculum needs.
- 6) Co-ordinate and develop the LRC Induction, and any other 'self-help' resources that assist users in using the LRC facilities.
- 7) Supervise the Library Management System (LMS), ensuring its effectiveness in managing student and staff lending.
- 8) Provide a point of information for students and staff, and to signpost and support other services in the Learning Resource Centre and beyond.
- 9) Implement the rules regarding conduct in the LRC, including the use of IT.
- 10) To ensure the LRC facilities from open spaces, classrooms and one-to-one meeting rooms are fully utilised.
- 11) Perform a range of clerical and administrative duties to ensure the effective operation of the LRC.
- 12) Provide assistance to other support areas, as appropriate.
- 13) 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.
- 14) To network with external organisations and comparable services to ensure effective operation.
- 15) Liaise with the LRC budget holder, as appropriate, regarding appropriate resource needs in the LRC.

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| 16) Liaise with staff, students, suppliers and other stakeholders as appropriate.<br>17) Supervise and provide support in the use of IT and photocopying equipment.<br>18) Support the IT Helpdesk Technician with basic IT queries, such as password resets. |
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<b>Other duties</b>
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| 1) Provide first aid to users of the LRC as appropriate (training will be provided)<br>2) Undertake other duties as requested. |
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You may be required to work evenings as part of your duties