



A unique opportunity to work for an outstanding residential adult education college in the UK

Library Assistant (working 20 hours per week)

Salary: £18,070 - £20,138 (pro-rata) per annum

Working pattern: Tuesday - 8.45am to 5.00pm, Wednesday – 8.45am to 1.15pm, Friday – 12.30pm to 8.45pm

Northern College has been graded outstanding in all areas by Ofsted and we are looking for someone to join the College who can contribute to our continued success. Northern College offers a wide range of adult learning provision including; literacy, numeracy and return to study courses, enrichment activities, an Access to Higher Education Diploma, Higher Education courses and a varied programme of Trade Union Studies. Set in beautiful parklands and with excellent facilities, Northern College for Residential Adult Education has a powerful reputation for the quality of its services.

As a Library Assistant you will be responsible for providing a customer focused service to all users of the Library Learning and Support Centre (LLSC). Your duties will include: undertaking LLSC inductions with users; re-shelving books and providing ICT advice and support to all LLSC users. With strong interpersonal skills and the ability to prioritise your own workload you will be required to work to deadlines and deal effectively with issues as they arise. You will be expected to work confidently in a lone working capacity as well as working effectively as part of a team. You will have previous experience of working in a customer facing role and within a library setting. Experience of using the Microsoft Office suite of applications is essential, along with a relevant Level 3 qualification and a minimum of 5 GCSEs (grades A*-C) including English and Maths or equivalent.

The benefits of working for the College include: access to the South Yorkshire Pension scheme, free on-site parking, family friendly policies and opportunities for training and development. To find out more information about the College, view the job description and person specification and to download an application form please visit the careers page at www.northern.ac.uk/careers. For any queries about this vacancy please contact the HR department on 01226 776000.

Application forms must be submitted by: 5pm on Friday 23 March 2018

The Northern College is committed to safeguarding and promotes the welfare of all learners and expects all staff to share this commitment.

We are an equal opportunities employer, applications are particularly welcome from disabled, black and minority ethnic groups as they are currently under represented within our staff group.

Registered Charity Number 507245



THE NORTHERN COLLEGE

JOB DESCRIPTION

LIBRARY ASSISTANT

Summary of Responsibilities

To be responsible to the Principal, under the line management of the Library Manager, in providing a high quality, comprehensive and efficient service to all members of the College community.

Main Duties

1. To provide a customer focused service centred on inclusivity of all Library and Learning Support Centre (LLSC) users.
2. To process the registration of new borrowers.
3. To undertake LLSC inductions for individuals and groups.
4. To issue network usernames and passwords and to offer assistance in connecting users to Wi-fi on their own devices.
5. To provide ICT advice and assistance, particularly in relation to the LLSC's online catalogue and the Microsoft Office software suite.
6. To assist learners with using the college VLE, including My Learning Space and diagnostic assessment tools.
7. To record significant one-to-one interventions with individual learners on the automated learner tracking and support system.
8. To utilise Active Directory and Print Manager Plus to access and update learner accounts.
9. To re-shelve returned books according to the Dewey Decimal Classification system, with particular reference to meeting departmental service standards.
10. To undertake regular shelf checks.
11. To ensure that stock security is maintained by regularly checking and monitoring the automated security system.
12. To be responsible for opening and closing the LLSC and setting the departmental alarm system as required.
13. To assist users with the use of the photocopier, scanners and other digital peripheral devices.
14. To accurately process and record any staff stationery requests.

15. To take responsibility for accurately recording booking requests for iPads, cameras and other LLSC equipment.
16. To ensure that returned equipment is processed according to departmental procedures.
17. To assist in the production of overdue notices for library materials as required.
18. To actively manage noise levels and student behaviour to create a productive learning environment for all users.
19. To deal with any unexpected problems and situations in a professional manner and make contact with the duty manager if appropriate.
20. To ensure that financial transactions in the LLSC are carried out according to Departmental guidelines and Financial Regulations.
21. To promote college and LLSC learner surveys as appropriate.
22. To monitor and report on high demand loan items and make suggestions for stock acquisitions as appropriate.
23. To promote resources and student development through LLSC displays.
24. To make an initial assessment of the physical condition of library materials being returned, perform administration tasks for withdrawals; undertake minor book repairs, and affix date labels, spine tags etc. as appropriate.
25. To ensure that confidentiality is maintained, in line with departmental guidelines and the Data Protection Act.
26. To undertake any training and development deemed relevant to the post.
27. To undertake duties and responsibilities in full accordance with the college's Health & Safety policy and procedures.
28. To work to promote and support the college's policies and procedures with particular reference to the safeguarding of children and vulnerable adults.
29. Any other duties which do not change the nature and purpose of the post which may be delegated to the post holder from time to time by the Principal or some other senior member of staff acting on their behalf.

Employee Name:	Signature:	Date:
Line Manager Name:	Signature:	Date:

THE NORTHERN COLLEGE

PERSON SPECIFICATION

LIBRARY ASSISTANT

Category	Essential/ Desirable	Description	Means of Assessment
Knowledge & Experience	Essential	Experience of working in a customer focused role Experience of working within a Library setting	Application Form Interview
	Desirable	Experience of working in a Further Education or Higher Education Establishment	Application Form Interview
Skills & Abilities	Essential	Good ICT skills, particularly Microsoft Office software and the use of internet	Application Form Assessment
		Ability to work with LLSC users to find information and complete their work	Assessment Interview
		Excellent administration and typing skills	Application Form Interview Assessment
		Ability to work flexibly, prioritise tasks and solve routine problems	Application Form Interview
		High developed interpersonal skills and the ability to communicate effectively across all levels of the College	Interview Assessment
		Able to work effectively as part of a team and work confidently in a lone working capacity	Interview Assessment
		Ability to work with a wide range of materials, including books, journals, newspapers, DVDs	Application Form Interview
Training and Education	Essential	Relevant Level 3 qualification	Application Form
		5 GCSEs (Grades A*-C) including English and Maths or relevant equivalent	Application Form
		Willingness to undertake any training deemed relevant to the post	Application Form
	Desirable	An IT qualification (i.e. ECDL or relevant equivalent)	Application Form
Other Requirements	Essential	An understanding of the importance of safeguarding and the Prevent agenda and a commitment to maintaining a safe learning environment within the College	Interview
		Awareness of and commitment to equality and diversity issues	Interview
		Understanding of the importance of confidentiality and data protection	Application Form Interview