

|  |
| --- |
| **Library Assistant** |

|  |  |
| --- | --- |
| **Reporting to:** | Library Manager |
| **Working Hours:** | Part time (20 hours per week – 4 hours per day)  Exact working hours will be negotiated with the successful candidate.  Fixed term until 31st August 2018 |
| **Salary:** | Scale point 11 – 18  £17,475 - £21,739 per annum |
| **Annual Leave:** | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Purpose**

To assist in the day-to-day running of the library, and support our students in the use of the library and developing their study and academic skills.

1. **Library**

|  |
| --- |
| To assist with general circulation activities including issuing, returning and replacing returned items |
| To answer enquiries, forwarding onto the Library Manager where necessary |
| To process new library stock and serial acquisitions |
| To check and order materials from reading lists |
| To supervise student behaviour to maintain an appropriate study environment |
| To assist in the induction of new students and design user guides and resources to support students. |
| To support students with study and academic skills |
| To support staff and students in finding library resources by providing ad hoc training |
| To provide basic IT support within the Library |
| To assist the Library Manager with the maintenance & development of the Library Management System and information retrieval tools |
| To create displays for noticeboards around the Library |
| To act as an advocate for the library, promoting library services to staff and students |

1. **Continuous Professional Development**

|  |
| --- |
| Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance progression. |

**4. Further duties**

|  |
| --- |
| To undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Line Manager or a member of SMT. |
| To adhere to appropriate College policies including (but not limited to) safeguarding, equity & diversity, and health and safety. |

**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

|  |
| --- |
| **Essential criteria for the post** |
| Educated to A level standard or equivalent |
| GCSE English & Maths at grade C minimum. |
| Excellent IT skills including a familiarity with MS Office |
| Previous experience of working in a customer service or library setting |
| Able to undertake light manual labour such as lifting and carrying boxes of books. |
| Excellent oral and written communication skills, with the ability to communicate with a wide range of people |
| Able to work independently or as part of a team |
| Excellent organisational skills |
| Experience of organising own workload and prioritising tasks accordingly |
| A self-motivated, positive and pro-active attitude |
| **Desirable Criteria** |
| Educated to degree level |
| Experience of searching for eresources using a library catalogue and/or databases |
| Working knowledge of at least one reference management tool i.e. Mendeley, Endnote etc. |
| Knowledge of one of the subject areas taught at Plumpton College |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.