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| **Volunteer Evening Student Library Assistant** |

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| **Reporting to:** | Library Manager |
| **Working Hours:** | (20 hours per week – 4 hours per day)  Job share advised  Fixed term until June 2020  Monday to Friday, Term time only |
| **Salary:** | Voluntary |
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**Job Purpose**

To support the Library Manager in providing the college community with an excellent library service.

1. **Library**

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| 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 supervise student behaviour to maintain an appropriate study environment |
| To support staff and students in finding library resources |
| To provide basic IT support within the Library |
| To keep the library clean and tidy |
| To act as an advocate for the library, promoting library services to staff and students |

**4. Further duties**

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| To undertake any further duties commensurate with the 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

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| **Essential criteria for the post** |
| GCSE English & Maths at grade C minimum. |
| Excellent IT skills including a familiarity with MS Office |
| 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 or working towards Level 3 Land based course |
| Experience of searching for resources using a library catalogue and/or databases |

**CONDITIONS OF EMPLOYMENT**

**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.