

Licensed Victuallers' School

Learning Resource Centre

Job Description

Job Title: LRC Assistant

Reports to: Librarian

Employment status: Permanent

Hours of work: 24 hrs pw, term time only to include one evening until 8.45pm. Plus:

- **INSET days**
- **Two weeks' holiday working**

Job Purpose:

Passionate about achieving high quality of service for internal and external customers as the customer is at the heart of our strategies and decisions.

The individual will need to keep up to date with library and education issues which have an impact on the school. The individual will also have a knowledge of and interest in children's literature.

Maintains a high standard of positive working relationship with colleagues.

Knowledge and Skills

- good IT skills with an ability to learn new systems
- a good knowledge of current children's literature
- good administration, communication, customer services and planning skills
- Excellent communication skills – must be able to deal with a wide range of people (children, employees, parents, external bodies)

Person Specification

- Good communication, organizational and customer services skills
- Facilitates a culture of learning and individual ownership of learning, enjoying working with young people
- Well presented with good communication skills – must be able to speak and write clearly and concisely
- Confident and professional manner with good interpersonal communication
- A warm cheerful disposition, helpful with a 'can-do' attitude
- Ability to be adaptable within a changing environment
- Able to take initiative as a creative thinker
- Interested in their own professional development

Details of Main Responsibilities

- To staff the LRC counter which includes greeting all new arrivals, issuing resources, keeping logs and data input
- To help library users find resources to meet their needs and support them through a range of library based activities
- To help maintain a welcoming atmosphere, conducive to study through effective behaviour management
- To implement all regular procedures ensuring the LRC is maintained in good order
- To monitor and report as necessary all IT facilities within the LRC
- To shelve stock and keep the library in good order including shelf labels, book ends, posters, displays etc.
- To process and catalogue resources including new material and periodicals
- To maintain the overdues system
- To contribute to the maintenance of displays together with other LRC staff
- To supervise and mentor student volunteers
- To keep up to date with children's and YA fiction
- Any other tasks as required by the Librarian or Head of Learning Resources

Signed: _____

Learning Resources Assistant

Signed: _____

Head of Learning Resources

Date: