**Job Description**

**Post: LEARNING RESOURCES/REPROGRAPHICS ASSISTANT**

**Responsible To:** **copy shop TEAM LEADER**

**Summary of Post:** To assist in the delivery of a library information service to students and staff across college and provide and effective library and information services function. To provide reprographic resources services to support the teaching, learning and administrative functions of the college.

# Specific Duties:

1. To resource the Learning Resource Centre (LRC) and Copy Shop at allocated times during the working week, as required by the Copy Shop Team Leader and Learning Resource Team Leader ensuring the service is maintained
2. Work with other members of the team providing support for staff and students at the library service desks, including in the Higher Education Study Centre
3. Provide first line support for staff and students using the Learning Resources Centre (LRC), and make effective referrals where further support is needed (IT support, research support, additional learning support, safeguarding).
4. To assist the Copy Shop Team Leader in providing and maintaining a reprographic service for staff across College.
5. To print, photocopy and finish print based resources ensuring the quality and cost effectiveness of the production.
6. To ensure that resources produced or copied in the Copy Shop are copyright compliant.
7. To maintain records of Copy Shop usage; and to assist with the ordering, receiving and stock control within the Copy Shop
8. To carry out first-line cleaning and maintenance of reprographic equipment, liaising with the Copy Shop Team Leader, IT Support and suppliers where appropriate.
9. To provide support for students using the LRC for research purposes or accessing IT facilities for the completion of coursework, homework and independent study.
10. To answer enquiries for the LRC & HE Study Centre and offer guidance in person, by phone and via electronic media, making referrals to other members of the team as appropriate.
11. To provide LRC support for teaching staff including the promotion of resources within departments, and assistance with linking to LRC resources from Moodle pages.
12. To participate in LRC student induction sessions.
13. To assist students with photocopying, scanning, laminating and binding as required.
14. To contribute ideas for developing an engaging learning environment in the LRC; and to produce displays and publicity as required.
15. To help maintain a positive, friendly learning environment in the LRC by encouraging appropriate behaviour from customers.
16. To help keep the LRC clean and tidy and to encourage students to do the same.
17. To identify and either fix or report any health and safety hazards in the LRC and the Copy Shop.
18. To assist with procedures related to the retrieval of overdue LRC stock.
19. To identify maintenance issues with books and computers in the LRC, and action accordingly.
20. To participate in recommending materials for purchase for the LRC.
21. To catalogue, process and cover new LRC resources.
22. The issue and return of books, laptops and other resources to students and staff and associated procedures.
23. To participate in LRC stock maintenance routines, including stocktaking

# General Duties and Responsibilities:

# To participate in the staff support & development scheme and to undertake training based on individual and service needs.

1. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
2. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
3. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
4. To undertake continuing professional development to support our culture of continuous improvement.
5. To partake in quality assurance systems.
6. To meet minimum relevant occupational standards.
7. To keep up to date with the skills required to fulfil the role.
8. To undertake any other duties commensurate with grade as may be reasonably requested.
9. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

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|  | **EMPLOYEE SPECIFICATION** | **Application** | **Interview** | **Shortlisting Weighting** |
| Skills | | | | |
| 1. | Good written and oral communication skills | ✓ | ✓ | 4 |
| 2. | Excellent organisational and interpersonal skills that complements effective customer service | ✓ | ✓ | 4 |
| 3. | Effective teamwork with students, staff and other key agencies | ✓ | ✓ | 4 |
| 4. | Excellent administrative and record keeping skills which captures the learning needs | ✓ | ✓ | 4 |
| 5. | Good knowledge of IT and Microsoft suite, to include use of online resources and database management | ✓ | ✓ | 4 |
| 6. | Actively contribute to the College’s Safeguarding practice, procedures, culture and ethos | ✓ | ✓ | 6 |
| Experience | | | | |
| 1. | Experience of liaising with external agencies and suppliers to source and order information services resources | ✓ | ✓ | 4 |
| 2. | Experience of working within a Library and Information Services function | ✓ | ✓ | 4 |
| 3. | Experience of supporting students with a variety of additional learning needs in varying formats | ✓ | ✓ | 4 |
| 4. | Experience of working in an Education setting | ✓ | ✓ | 4 |
| 5. | Experience of providing a reprographics service within a large organisation | ✓ | ✓ | 4 |
| 6. | Experience of other document production functions such as laminating and binding | ✓ | ✓ | 4 |
| Education | | | | |
| 1. | Maths Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 4 |
| 2. | English Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 4 |
| 3. | IT Level 2 or equivalent experience | ✓ |  | 4 |

**Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the essential characteristics for the post as this will assist with the shortlisting process.

Failure to meet all of the essential criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.