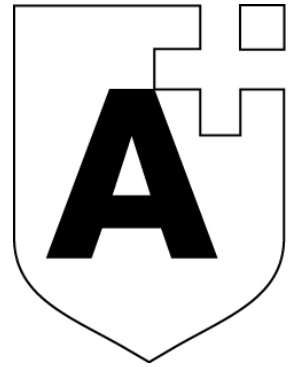


job specification



Learning Resources Assistant

HOURS: 36.5 hours per week for 42 weeks per year

SALARY: £22,000 starting salary inclusive of holiday pay (subject to review)

LINE MANAGEMENT:

Through the Learning Resource Centre (LRC) Manager to the Vice-Principal

MAIN RESPONSIBILITIES:

- Running the issue desk, using our Library Management System and undertaking tasks such as enquiries, issues, reservations and statistics.
- Supervising and supporting students using the LRCs in maintaining a positive learning experience.
- Assisting students in using IT, finding and using resources and promoting independent learning.
- Maintaining the stock in good order and repair, processing new stock and stocktaking.
- To develop the visual environment of the LRCs: maintain displays and promote tidiness.
- Managing and training student library monitors in the day to day running of the facilities.
- Management of the newspaper, magazine, DVD and CD stock across the Academy.
- Assisting relevant teaching staff with the Academy paired reading scheme.
- Liaising with curriculum managers on the management of subject inspection copies and keeping paperwork files.
- Undertake relevant internal and external training as arranged by the LRC Manager.
- Other administrative duties as reasonably directed by the LRC Manager.