

## Department and Post Details

<b>Department name</b>	<b>Library Services</b>
<b>Post Details</b>	<p><b>Learning Centre Assistant</b></p> <p>We are looking for a committed and enthusiastic Learning Centre Assistant to help support the provision of a high quality, customer focused library services.</p> <p>The successful candidate will work as part of a small team to provide front-line library services, working directly with students, academic and administrative staff, and assist with the day-to-day administration of the library. Commitment to excellent customer service and supporting the provision of the best learning environment possible is essential.</p>
<b>Staffing structure</b>	<p>The department has three full time members of staff comprising: Library Services Manager 2 x Assistant Librarians</p> <p>And two full time, term time only staff comprising: 2 x Learning Centre Assistants</p>
<b>Services provided</b>	<p>Library Services are part of the Learning Centre, a fantastic resource set out over three floors. The Centre offers a one-stop-shop to students to meet all their support and resource requirements during their time at College and consists of:</p> <p style="padding-left: 40px;">Ground Floor: Careers/Student Information First Floor: Library/Learning Support Second Floor: Library/IT drop in</p> <p>Library Services sit at the heart of the Learning Centre and provide a responsive and flexible customer focused service which contributes positively to the ethos and mission of the College. The Service provides:</p> <ul style="list-style-type: none"> <li>• an excellent range of printed and online resources, including annual textbook loans</li> <li>• the printing and replacement of all college ID badges</li> <li>• a wide range of bookable study environments, including silent, group and quiet study areas to suit all needs</li> <li>• audio-visual, music and assistive technology loans</li> <li>• printing, scanning and photocopying facilities</li> <li>• a broad range of stationary for sale</li> </ul> <p>The Service has excellent curriculum links to provide direct subject support through user education, reading programmes, as well as resource selection and provision. Library Services are also well embedded in cross-College and pastoral programmes through student induction, eSafety and the Student Hub.</p>