Job Description and Person Specification

Library Assistant

Team: Learning Resources

Reports to: Site Librarian, Haywards Heath

Location: Haywards Heath

Job Purpose

- To support the operation of the Library at Haywards Heath campus by providing a welcoming, student-focused service that helps learners access the resources, information and study spaces they need to succeed.
- To provide excellent customer service and administrative support to students and staff

Key Responsibilities

- Under the direction of the Site Librarian, to provide frontline services to students and staff using the Library.
- To assist in the development of resources and services of the Library, in keeping with Performance Indicators and action plans.
- To participate in the administrative duties appropriate to the role.
- To perform a range of routine duties necessary to the running of the Library including shelving and shelf-tidying, overdues, processing new stock, general IT support, equipment maintenance etc.
- To monitor the Library environment by ensuring an atmosphere conducive to learning and by monitoring the Library's fabric equipment and building services.
- To participate in training and development as required, subject to approval and funding.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.

- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, diversity and inclusion policies and procedures;
  - The Group's health and safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	How Assessed
Experience		
Working in an educational, customer service or learner-facing environment	Essential	Application Form/ Interview/ Assessment
Supporting students, learners or young people in an educational setting	Essential	
Working in a library environment	Desirable	
Working in a Further Education environment	Desirable	
Knowledge		
Confident using IT systems, databases and Microsoft Office applications	Essential	Application Form/ Interview/ Assessment
Experience of learning resource or library management systems	Desirable	
Use of online sources for finding information	Desirable	
Single Equality Scheme and Safeguarding	Desirable	
Equal opportunities and health & safety legislation	Desirable	
Equality Act 2010	Desirable	
Qualifications		
Education to GCSE standard grade C or above (or equivalent) specifically including Maths and English	Essential	Application Form/ Certificates
NVQ level 2 (or equivalent) in administration or IT	Desirable	
A library-related qualification (e.g. C&G NVQ)	Desirable	
Skills and Competencies		
Ability to communicate to a diverse range of people at all levels, verbally and in writing	Essential	Application Form/ Interview/ Assessment
Time management skills, organisational skills and the ability to meet tight deadlines	Essential	
Ability to work alone and as part of a team with interpersonal skills	Essential	
Ability to build and maintain relationships with customers	Essential	
Ability to undertake routine administrative tasks accurately and consistently	Essential	
Ability to relate to students of different ages and abilities to support their learning	Essential	
Ability to manage challenging behaviour	Desirable	

Attributes		
Flexible and proactive approach	Essential	Interview
Reliable and conscientious with a strong attention to detail	Essential	Interview
Positive and approachable manner with a commitment to supporting students	Essential	Interview

Other Requirements		
Satisfactorily meeting the Group's employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks & Clearances

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week: 25 hours per week

Working weeks per year: 39 working weeks

Salary range: Pro rata of £26,826 to £26,925 per annum (i.e. £16,103.96 - £16,163.39)

Salary progression: Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.

Paid annual leave entitlement: 7.2 weeks paid annual leave in each holiday year January to December which includes your entitlement to Bank and Public holidays normally observed in England and Wales and College Closure days. This includes 5.6 weeks basic leave under the Working Time Regulations 1998 and 1.6 weeks additional contractual holiday.

Paid annual leave will rise with each year of service as of 31 December to the maximum of 7.8 weeks' as set out in the table below (5.6 weeks basic leave under the Working Time Regulations 1998 and 2.2 weeks additional contractual holiday).

Years service as of 31 December	Weeks paid annual leave in each holiday year	Annual leave rate as a percentage of your contracted working weeks
0 years	7.2	16.07%
1 year	7.4	16.59%
2 years	7.6	17.12%
3 years and over	7.8	17.65%

Pension scheme:	Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment.
Term time only:	Salary payments will be paid in 12 equal instalments over the year into a bank account.
Salary on leaving:	In the event that your employment is terminated by either yourself or the Corporation, your final salary will be recalculated based upon the anniversary of the date that you commenced in post and the number of working and non-working weeks from that date to your leaving date. If, on the termination of your employment, the number of non-working weeks exceeds the accrued entitlement to paid holiday up to the leaving date, the Corporation will be entitled to deduct the excess from any sums due to you, including payment of salary. If, on the other hand, your non-working weeks are less than the entitlement due to you at the leaving date, the Corporation will pay you the appropriate sum in lieu thereof.