

Vision Business Support Services is a subsidiary company of West Nottinghamshire College.

Learning Resources Assistant

Part-time 22.2 hours per week

Fixed-term contract for 12 months

Ref: VBSS22.43

1. The Appointment

You will be part of the Learning Resources team facilitating the use of library and IT resources within college. Working with learners and staff, you will provide advice, learning support and technical support in the Learning Resource Centre. This role will be based at our Derby Road campus, working one day a week (Monday) at our Chesterfield Road campus.

The successful candidate will have recent experience of working within a customer service environment and offer the skills to provide appropriate learning support and supervision to adults and young people. You will have a qualification to at least Level 2 in IT and a working knowledge of Microsoft Office applications e.g. Word and Excel. Previous library experience is desirable but not essential. You will also have good interpersonal and communication skills; the ability to work independently and as part of a team; and a flexible, adaptable and positive attitude.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations and Responsibility.**

2. The Post

2.1 Main Duties and Responsibilities

- a) To provide assistance and guidance to learners and staff accessing print and electronic resources.
- b) To undertake reception and customer service duties within the Learning Resource Centre.
- c) To assist in the provision of learner inductions into the use of the centres.
- d) To undertake routine work associated with the loan and return of books and other materials in the Learning Resource Centre.
- e) To undertake routine work associated with the order and receipt of new library stock.
- f) To assist with general care, repair and maintenance of learning resource stock and IT equipment within the centres.
- g) To undertake routine administrative work associated with the centres.
- h) To supervise and support learners in the centres ensuring that all users have a positive experience.
- i) To participate in monitoring and improving the quality of experience of learners.
- j) To contribute to the development and promotion of facilities and services, using mechanisms including the Intranet, VLE and College website and printed publicity.

- k) To participate in developing and promoting the active use of learning resources including print and electronic media.
- l) To contribute to the development of the Learning Resources procedures manual that documents systems and processes.
- m) To be part of the Learning Resources team and contribute to meetings, including planning, development, review and evaluation of facilities.
- n) To liaise and work collaboratively with other staff and groups within College.

2.2 Other Responsibilities

- a) To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity policies and procedures and attend training as requested.
- b) To apply the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
Literacy and numeracy level 2	✓	
IT qualifications/experience level 2	✓	
IT level 3 qualification		✓
Qualification in library/information studies at level 2 or vocationally relevant equivalent e.g. level 2 customer service or business administration		✓
Experience		
Recent experience in a customer service environment	✓	
Experience in an administrative role	✓	
Experience of cash handling	✓	
Experience of using Microsoft applications e.g. Word, Excel, Access, Publisher	✓	
Experience of using the internet	✓	
Experience of working in libraries/learning resource centres	✓	
Experience in the use of a VLE		✓
Experience in the use of digital resources for learning		✓
Experience in teaching, training or learning delivery		✓
Skills /Knowledge		
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding	✓	
Excellent organisational skills	✓	
Excellent communication and interpersonal skills	✓	

	Essential	Desirable
Ability to work under pressure and to meet deadlines	✓	
Ability to work with learners of all ages and in varying learning environments	✓	
Ability to use own initiative	✓	
Ability to work independently, without close supervision and as part of a team to achieve effective provision of services	✓	
Ability to prioritise	✓	
Listening and questioning skills	✓	
Accuracy and attention to detail	✓	
Qualities/Approach linked to college values		
Reliable	✓	
Empathy	✓	
Capacity to work flexibly	✓	
Adaptable	✓	
Enthusiastic	✓	
Self-motivated	✓	
Methodical	✓	

4. Position within the College

The post-holder will be part of the Learning Resources team at Derby Road and will report directly to the Team Leader: Learning Resources.

5. Terms & Conditions

- a) The post is offered on a fixed-term Vision Business Support Services Support contract for a period of 12 months in duration.
- b) The salary will be £18,470 per annum based on full-time. The actual annual salary will be £11,082 per annum based on part-time 22.2 hours per week.
- c) You will be entitled to 25 days leave, plus bank holidays. Up to 4 days leave can be directed for efficiency closure (pro rata entitlement for part time).
- d) You will be required to work 22.2 hours per week on a flexible basis.
- e) The post holder may be located at any West Nottinghamshire College Group site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5:00 p.m. on Friday 24th June 2022**.

Please apply online at www.wnc.ac.uk/vacancies

THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate

will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £44.50.

It is an offence for anyone who is barred from working with children and or vulnerable adults to apply for this position.