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| Post | Front Desk Assistant Librarian |
| Hours | 15 hours per week, term time only 11.30am to 2.30pm Monday to Friday |
| Start Date: | 1 st September 2026 |
| Grade | Spine Point 6 |
| Salary | £25,558 per annum, £9,046.26 pro rata per annum |
| Responsible to | College Librarian |
| Closing date: | Friday 17 th July, midday |
| Interviews | Thursday 23 rd July |

Purpose of the Post

To manage the Library front desk during the busy lunchtime period and assist in the provision of an efficient and effective College Library Information Service and study space for staff and students.

Main Responsibilities

1. To ensure a good level of Library service is maintained for students and staff over the lunch period, comprising a range of general library tasks including answering enquiries on the front desk, assisting users with accessing resources, and giving guidance on the use of the library system (Accessit), self-service machine, online services, periodicals and eBooks.
2. To maintain the library as an area conducive to study by monitoring and regulating student noise and behaviour, keeping the library at a suitable noise level over the busy lunch period, maintaining silence in the Upper Library, and to manage student behaviour as required.
3. To deal with routine enquiries, assisting staff and students with any queries at front desk, trouble shooting basic problems and referring to management when necessary
4. To undertake all stock circulation procedures including the issue, renewal and return of books, the processing of reservations, and the cataloguing of stock using the Library's Management System.
5. To maintain the library bookshelves and stock with accuracy, including shelving, cleaning, tidying and moving stock where necessary.
6. To assist in the promotion of Library services; e.g. Creating book displays and promotional materials.
7. To become familiar with our online services and assist users with navigating these to access resources.
8. To actively promote and support the Library Champion student volunteer scheme, including training Library Champions, working alongside student volunteers and providing them with suitable tasks, and suggesting improvements and initiatives for the scheme where appropriate.

9. To understand safeguarding procedures, and to be confident referring a student to Senior Tutor Support, or First Aid, if required.
10. Undertake any such other duties as may reasonably be requested by management, commensurate with the post.

Additional Information

- All administrative staff are employed as part of the general administrative/support services at the College and may, with due consultation and consideration be required to move to a different admin. section as and when needed in line with College needs.
- We are happy to discuss reasonable adjustments to enable candidates to perform the role.
- All duties must be carried out in accordance with relevant Health and Safety legislation and good practice.
- The post holder is required to work in accordance with both organisational and personal responsibilities for data protection as outlined in College policy documents.
- Annual salary will be in accordance with Sixth Form Colleges' Support Staff Pay Scale. Sixth Form College sector conditions of service apply, which are very similar to schools' sector arrangements and salaries are reviewed by national negotiation with effect from 1st September each year.
- College support staff are eligible to join the national Local Government Pension Scheme.

Safeguarding

- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- All staff are expected to keep up to date with relevant College policies and procedures and attend annual safeguarding training.

Review

This is a description of the job as it is presently constituted. The above are the primary areas of responsibility and are not intended to be a comprehensive list of all administrative duties that are seen as part of the post.

The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Person Specification

| PERSON SPECIFICATION | | |
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| SPECIFICATION | ESSENTIAL | DESIRABLE |
| Education/ Training | <ul style="list-style-type: none"> • A good basic education to GCSE level or equivalent | |
| Relevant Experience | <ul style="list-style-type: none"> • Some experience working in a similar environment • Experience of liaising with a variety of stakeholders | <ul style="list-style-type: none"> • Experience of working in an educational environment |
| Skills/ Aptitudes | <ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to communicate effectively with a range of stakeholders • Ability to work independently, proactively and confidently as a lone worker over the busy lunch period • Ability and confidence to manage student behavior when required • Ability to deal with enquiries in an efficient and effective manner • Ability to work calmly under pressure • Good IT skills | <ul style="list-style-type: none"> • Working knowledge of library systems |
| Other requirements | <ul style="list-style-type: none"> • Willingness to work during occasional evenings if required • A commitment to College good practice and to relevant legislation including equality and diversity, and safeguarding and promoting the welfare of young people • Commitment to the College's ethos and values | <ul style="list-style-type: none"> • Interest in educational needs of students |