



JOB SPECIFICATION

POSITION: Learning and Resource Assistant (Part Time)

HOURS: 20 per week

SALARY: £14,725 per annum term time only

LINE MANAGEMENT:

Through the LRC Manager to the Vice-Principal

MAIN RESPONSIBILITIES

Supervising both Learning Resource Centres (LRCs) under the direction of the LRC Manager.

To record and maintain LRCs statistics in conjunction with the LRC full time assistant.

Processing and repair of stock.

Staffing the issue desk and undertaking general tasks to include: dealing with enquiries, supervising the use of the LRCs, carrying out issues and returns of resources.

Generating and distributing overdue notices and letters home to leavers.

Assisting in the identification and selection of stock for KS4 and P16 LRCs.

Other supervisory and administrative duties as reasonably directed by the LRC Manager.

Maintaining a safe learning environment for both staff and students