**JOB SPECIFICATION**



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| **MYERSCOUGH AND PROUD**  |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with UCLan and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

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| **JOB TITLE** | **AREA OF WORK** |
|  Library Assistant16 hours per week (34 weeks) | Library |
| **SALARY** | **BENEFITS** |
| Band 2 - £25,457 per annum pro rata, plus holiday entitlement  |   Local Government Pension Scheme  Payment for holiday entitlement will be incorporated into annual salary based on a pro rata of a full time equivalent holiday entitlement of 33 days, plus Bank Holidays  |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Library & Learning Resources Manager | n/a |
| **KEY TASKS AND RESPONSIBILITIES** |
| To provide a friendly and helpful service to students using all library facilities, be willing to be trained in and undertake a range of tasks in support of the library’s overall operation and be prepared to work as part of a team in covering for other staff when there are absences due to sickness, holidays, etc. so that service is maintained |
| **DUTIES** |
| **Core Duties:**Working hours for this post are Monday & Tuesday 8.30am – 5.00pm***Current working hours for this post* are as agreed with the Library Manager to meet the needs of the service at the current time but may vary slightly if there are service changes.**Use of friendly and helpful manner to provide advice and guidance to students (and staff) in their use of the library either in person or via telephone, email or other means including finding electronic or hard copy material – referring elevated enquiries to Library Manager if necessary.Operation of computerised stock and borrower circulation system within Data Protection regulations to add new borrowers, circulate stock, locate items and update any records.Maintenance of neat and orderly shelf arrangements of stock including books, journals, archived dissertations and other materials.Help and advice in use of computers, printers and any other additional facilities including referral to the I.T. Department for technical enquiries.Advice and help to any members of the public who contact the Library for information including ensuring that any visiting members of the public have signed and that their visit is covered by the College Safeguarding policies.Monitoring study rooms in the library to help with access according to needs of students.Advice and guidance for students making enquiries on-line by email - including provision of journal articles from campus based stock or via any of the Library’s electronic subscriptions.Guiding students towards appropriate printed library guides as written by the Library Manager either electronically or in hard copy format.Develop and maintain a working familiarity with Dewey Decimal Classification through on the job training.Supervision of students who are using the Library environment between classes and maintenance of an acceptable standard of behaviour.Oversight of and maintenance of library environment as a whole including effective use of CCTV system if needed.Operation and basic day to day maintenance of additional facilities such as binding machine, coffee and hot drinks vending machine (including cleaning surrounding area and re-stocking consumables), printer/copier including restocking with paper and toner (or referring toner changes to IT Technicians as soon as possible) as required.Cash handling as required through library fines and stationery sales. |
| **Specific duties: (as allocated to individuals but any in this list may need covering if needed)**For staff working in the evenings and at weekends, duties may extend to giving student post out, liaison with students & tutors on short courses, greeting and directing visitors and making new students feel welcome.Journal accessioning and preparation for binding. Sending overdue notices & chasing using emails, texts, tutors, Library Manager, etc.Generation of invoices for replacements costs of long outstanding books. |
| Location of electronic journal articles through our own subscribed collections or via UCLAN and operation of Inter-Library Loan System via Lancashire County Libraries and the British Library.Ordering new book stock from suppliers as directed by the Library Manager and monitoring stocks of consumables and stationery for sale to maintain stock levels.Processing of new books to prepare them for the shelves (& repair of existing stock).Photocopying and printing as required.**Duties specific to this contract:**Counter signatory on invoices and orders in absence of Library Manager.**Other general duties:** |

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| **DUTIES** |
| You will be a role model and promote the College values:   * **Professional** – We will uphold the highest standards, demonstrating expertise, integrity, and a commitment to excellence in all that we do. We will invest in sustainable practices, ensuring long-term success for our students, staff, and wider community.
* **Passionate** – We approach our work with enthusiasm, dedication, and a drive to make a positive impact. We empower individuals to reach their full potential, creating a learning and working environment that is ambitious, inclusive, and inspiring.
* **Collaborative** – We work together, fostering strong partnerships, teamwork, and mutual respect to achieve shared success. Through industry engagement and curriculum co-creation, we strengthen our influence both locally and nationally, driving innovation and meaningful impact.
* **FREDIE** – FREDIE is in our DNA. We will advance Fairness, Respect, Equality, Diversity, Inclusion, and Engagement in everything we do, ensuring a safe, happy, and healthy community where everyone can thrive.
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| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses.  |

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| **DUTIES** |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |
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**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** |
| Presentable and professional appearance (I)Ability to work as part of a team (A/I)Ability to work to quality standards (A/I)Good command of the English language (A/I)Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** |
| GCSE English at Grade C/4 or above (or an equivalent standard) (A/I)Able to operate a computer (A) | GCSE Maths at Grade C/4 or above (or an equivalent standard) (A/I)Previous library experience or experience of working in a front line Customer Service environment (A)CLAIT, ECDL or other IT literacy training (A) |
| ***General Intelligence*** |
| Ability to reason (A/I) |  |
| ***Special Aptitudes*** |
| Patience (A/I)Organisational skills (A/I)Customer service skills (A/I)Empathy with young people (A/I) | Empathy with education (A/I) |
| ***Interests*** |
|  | Empathy with education (A/I) |
| ***Disposition*** |
| Excellent interpersonal skills (I)Approachable (I)Person centred approach (I) |  |
| ***General*** |
| An understanding of “safeguarding” and its importance within the College \* (A/I)An understanding of health and safety requirements of a working environment (A/I)An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below). (A/I)Ability and willingness to work flexibly (I)Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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|  Library Assistant16 hours per week (34 weeks) | Library |
| **SALARY** | HOURS OF WORK |
| Band 2 - £25,457 per annum pro rata, plus holiday entitlement  | 16 hours per week34 weeks |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
|  Payment for holiday entitlement will be incorporated into annual salary based on a pro rata of a full time equivalent holiday entitlement of 33 days, plus Bank Holidays.  | Local Government Pension Scheme  Employee Contribution Rate (as at 1 April 2025) (based on actual NOT FTE)   Contribution rate %   Up to £17,800                     5.5%  £17,801 to £28,000          5.8%  £28,001 to £45,600 6.5%  £45,601 to £57,700 6.8%  £57,701 to £81,000 8.5%  £81,001 to £114,800 9.9%  £114,801 to £135,300 10.5%  £135,301 to £203,000 11.4%  £203,001 or more 12.5%   You will automatically become a member of the LGPS   |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable). Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay SchemeShould your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £49.50 for an enhanced level check). |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money
* One DBS certificate may be all you will ever need
* Take your DBS certificate from role to role within the same workforce
* You are in control of your DBS certificate
* Get ahead of the rest and apply for jobs DBS pre checked
 | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)**Registration lasts for 1 year and costs £16 per year (payable by debit or credit card only).**You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down.  |
| WHAT YOU GET |
| When you join, you’ll get an online account that lets you:* Take your certificate from one job to the next
* Give employers permission to check your certificate online, and see who has checked it
* Add or remove a certificate
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