

JOB DESCRIPTION

Job Title:	Library Support Assistant (638 hours)
Ref no:	
Campus:	Hendon
School/Service:	Library and Student Support
Grade:	Grade 2
Starting Salary:	£23,591 per annum pro rata (for part-time staff) inclusive of Outer London Weighting rising to £24,186 per annum incrementally each year.
Hours:	638 annualised hours per academic year, actual daily hours by arrangement
Period:	Permanent
Reporting to:	Deputy Library Experience Manager

Reporting to Job Holder: Not applicable

Overall Purpose:

As part of the Library Experience Team, the post-holder will work within the Library. To help deliver a high-quality service aligned to the Middlesex University 2031 strategy, one that is a student-focused customer experience within a safe and secure environment.

Supporting Library Experience Assistants to maintain a library environment that is conducive to study and learning.

Principal Duties:

1. Shelving, sorting and tidying library materials in order, in an accurate and timely fashion, in accordance with organisational health and safety practice.
2. Retrieving reserved or requested library resources.
3. Respacing material and rearranging shelves as necessary.
4. Supporting the Collections and Library Liaison Teams with library book stock moves and re-organisation as required.
5. Clearing books from student study spaces and ensuring study spaces are tidy.
6. Assisting Library Experience Assistants in maintaining spaces that are conducive to study and helping ensure that library rules and regulations are adhered to
7. Providing basic assistance to students, staff and visitors with basic enquiries and signposting to other teams or departments as needed.

8. Be aware of responsibilities under the Health & Safety at Work Act 1974 and refer any potential health and safety issues to Library Experience Assistants, and/or other relevant managers.

Other Responsibilities:

9. To undertake any other duties and specific projects as may reasonably be required from time to time by the relevant team managers commensurate with the grade of the post.

10. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post-holder.

11. The post-holder will actively follow Middlesex University policies including Equality & Diversity policies.

12. The post-holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.

PERSON SPECIFICATION

Job Title: Library Support Assistant (638 hours)

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria

SELECTION CRITERIA:

Education / Qualifications

Essential:

- Educated to GCSE standard/ O-levels or equivalent

Experience:

Essential:

- Experience of working effectively, both in a team and independently

Desirable:

- Experience of working in an academic library or other customer service role

Knowledge:

Desirable:

- An awareness and understanding of Middlesex University's values and vision

Skills:

Essential:

- Good levels of literacy and numeracy skills
- Excellent communication and interpersonal skills
- Demonstrable customer care skills
- Excellent organisational skills
- Ability to work accurately, quickly and methodically
- Ability to lift and carry light loads e.g. books and manoeuvre trolleys/book-sorter bins
- An adaptable approach to working in a complex, busy environment
- Ability to prioritise own time and tasks

- Able to work the occasional weekend and evening as required on a rota basis.

Equality Diversity and Inclusion

Essential:

- Demonstrable commitment to fairness and the principles of equality and inclusion.

M U Services Limited

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff and will be employed by MU Services Limited. All University policies and procedures and the University Professional Services Staff Handbook will apply to MU Services Limited staff during their employment, unless where expressly stated otherwise.

Annual Leave: 25 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Hours: 638 annualised hours per academic year. Actual daily hours by arrangement.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon campus please ensure you can commute without a car.

Information on public transport to Hendon can be found here:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

We value diversity and strive to create a fairer, more equitable work environment for our staff and students.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

What Happens Next?

If you wish to apply for this post please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please contact Ben Spencer, Library Experience Manager by email on: b.spencer@mdx.ac.uk