

University of Greenwich

JOB DESCRIPTION

Job Title:	Library Student Worker	Grade:	SP2
Department:	ILS	Date of Job Evaluation:	22.4.2017
Role reports to:	User Services Manager		
Direct Reports	User Services and Publicity Co-ordinator		
Indirect Reports:	Drill Hall Staff		
Other Key contacts:	Employees across the Universities at Medway		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

PURPOSE OF ROLE:

To ensure library book stock is maintained in the correct orderly sequence in the library. This allows users to find stock easily and for the library reservation system to function.

KEY RESPONSIBILITIES:

Team Specific:

- Sort returned library books using the Dewey Decimal System
- Shelf books promptly in the correct sequence
- Tidy library book shelves
- Help users to find material on the catalogue and on the shelves
- Assist with the library reservation system by collecting items from the shelves
- Ensure users follow the library code of conduct and report any issues to Reception and Security staff
- Keep the library clean and tidy in all areas
- Other duties arising from the needs of the information services

Generic: Managing Self

- Ability to work independently without constant supervision
- Ability to work accurately under pressure

Core Requirements:

- Adhere to and promote the University's policies on Equality and Diversity and Information Security
- Ensure compliance with Health and Safety regulations
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the

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shared responsibility of minimising the university's negative environmental impacts wherever possible

Additional Requirement:

- Adaptable and willing to work at a MEDWAY Campus
- Willing to work evenings and weekends until midnight as required on a rota basis.

PERSON SPECIFICATION

Essential

Experience

- Working in a face to face customer focused environment

Skills

- Able to follow instructions
- Attention to detail
- Reliability and flexibility
- Good team worker
- Good general IT skills
- Good communication skills
- Able to work independently without constant supervision
- Excellent timekeeping
- Good numeracy and literacy skills
- Manual Handling Experience

Qualifications

- Currently enrolled on a Universities at Medway programme

Personal Attributes

Desirable

Experience

- Previous working experience in the university library

Skills

- Previous understanding/knowledge of the Dewey Decimal Classification System
- Previous experience in providing basic IT help with Microsoft Office packages, printing and scanning

Qualifications

- Manual handling training
- Fire Warden training
- First Aid training

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<p>We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity</p>	
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