

JOB DESCRIPTION

Job Title:	Library Student Worker	Grade:	SP2
Department:	Information and Library Services	Date of Job Evaluation:	April 2018
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 ACCOUNTABILITIES:

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
- Ensure users follow the library code of conduct
- Keep the library clean and tidy in all areas
- Other duties arising from the needs of the information services

Generic:

- N/A

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 & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible

Additional Requirements:

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

KEY PERFORMANCE INDICATORS:

- N/A

KEY RELATIONSHIPS (Internal & External):

- N/A

PERSON SPECIFICATION	
Essential	Desirable
Experience <ul style="list-style-type: none"> • Working in a face to face customer focused environment Skills <ul style="list-style-type: none"> • Able to follow instructions • Attention to detail • Reliability and flexibility • Good team worker • Good communication skills • Able to work independently without constant supervision • Excellent timekeeping • Good numeracy and literacy skills • Manual Handling Experience Qualifications <ul style="list-style-type: none"> • Currently enrolled on a Universities at Medway programme Personal attributes <ul style="list-style-type: none"> • We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity 	Experience <ul style="list-style-type: none"> • Working in a library Skills <p>Good understanding of the following:</p> <ul style="list-style-type: none"> • Previous understanding/knowledge of the Dewey Decimal Classification System • Basic IT skills and ability help others with printing, scanning and general Microsoft Office programmes Qualifications <ul style="list-style-type: none"> • Manual handling training Personal attributes <ul style="list-style-type: none"> • N/A