

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Library Student Worker</b>	<b>Grade:</b>	<b>Jobshop SP2</b>
<b>Department:</b>	<b>ILS</b>	<b>Date of Job Evaluation:</b>	<b>03.09.2020</b>
<b>Role reports to:</b>	<b>Tina Brooks (User Services Manager)</b>		
<b>Direct Reports</b>	<b>Johanna Mörk (User Services and Publicity Co-ordinator)</b>		
<b>Indirect Reports:</b>	Drill Hall Staff		
<b>Other Key contacts:</b>	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 bookshelves
- Help users to find material on the catalogue and on the shelves
- Assist at the library Reception Desk
- 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: Managing Self**

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

#### **Core Requirements:**

- Adhere to and promote the University's Equality and Diversity policy
- 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 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 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

**Desirable**

**Experience**

- Working in a library

**Skills**

Good understanding of the following:

- 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**

- Manual handling training