



## SENIOR LIBRARY MENTOR

The Sir John Brunner Foundation Centre (Northwich)

Band 4B

SCP 11 – SCP 12

Job Description & Person Specification

### Job Description

#### Reporting to

Head of Achievement & Progress

#### Purpose of the role

To ensure the effective operation of the College's library facilities. The Senior Library Mentor will be responsible for the daily operation of the Library and the immediate supervision of the Library staff.

Maintain the ethos of the college by managing the library effectively and promoting a positive and productive working environment.

To ensure students and staff are aware of the library facilities available and how to access them. Working collaboratively with curriculum departments to ensure they are aware of the resources available and can access them appropriately.

#### Main responsibilities

1. Manage the daily running of the Library, ensuring it remains an engaging, safe, and purposeful learning space for students.
2. Supervise and support library staff, including managing work schedules, allocating tasks, and providing guidance and basic training.
3. Promote the library's role within the College by ensuring students and staff are aware of available resources—both physical and digital—and how to access them.

4. Work collaboratively with curriculum departments to ensure their resource needs are understood and supported.

### **Key Tasks**

1. Build positive, supportive relationships with students to encourage effective use of the library and contribute to a vibrant learning environment.
2. Advise the Senior Leadership Team on all aspects of the Library service and support the Head of Achievement and Progress with policy development and review.
3. Lead on strategic and operational planning for the library, including resource allocation, library layout, communication processes, and service documentation.
4. Maintain and promote the College's online learning resources.
5. Oversee the creation and management of accurate records for all library resources, including the use of external systems where required.
6. Manage and monitor the library budget, ensuring effective use of financial resources.
7. Oversee the acquisition, organisation, and maintenance of library stock, including responsibility for the security of materials and premises.
8. Act as the key link between the Library and curriculum areas to ensure services meet teaching and learning needs.
9. Issue College ID cards to all staff members.
10. Manage the ordering, sale, and stock control of stationery through library services, liaising with the College Finance Department.
11. Contribute specialist input to the staff development programme related to learning resources.
12. Support examination invigilation when required.
13. Participate in College-wide and departmental training events, briefings, and working groups.
14. Promote and monitor professional development opportunities for staff within the library team.
15. Adhere to and actively promote the Staff Code of Conduct, Safeguarding and Prevent policies.
16. Undertake any other duties consistent with the role as reasonably requested by College Management.

### **Additional Expectations**

1. The postholder will be required to participate in relevant training, as directed by College Management, and use all equipment and technology provided to ensure efficient performance of duties.
2. A commitment to safeguarding, student welfare, and the implementation of all relevant health and safety procedures is essential.
3. The postholder is expected to contribute to maintaining high service standards across all aspects of library operations.

## Person Specification

	Desirable	Essential
<b>Qualification</b>		
Educated to A-level standard or equivalent		✓
Educated to degree standard or equivalent	✓	
<b>Experience</b>		
Successfully working directly with students/young people in an education environment		✓
Experience in driving/maintaining standards of high quality		✓
<b>Knowledge &amp; Skills</b>		
Ability to use MS Office including Word, PowerPoint and Excel		✓
Organised and experience of maintaining records		✓
Experience of managing a budget	✓	
Experience of customer service skills working with sales, ordering stock and inventory.	✓	
Ability to work effectively with colleagues across college		✓
Tenacity and diligence in monitoring and following up		✓
Excellent written and verbal communication skills, including excellent literacy skills		✓
Ability to develop effective relationships with students on a 1:1 and small group basis		✓
<b>Attributes</b>		
Energetic, able to work under pressure and meet deadlines		✓
Approachable		✓
Flexible approach and positive attitude towards work		✓
Punctual and reliable		✓
Excellent team player		✓
Ability to adapt to changes in the workplace		✓
Excellent communication skills		✓
Ability to show initiative		✓
Commitment to getting the best outcomes for students and promoting the ethos and values of the College		✓
Ability to work under pressure and prioritise effectively		✓
Commitment to maintaining confidentiality at all times		✓