



FURTHER INFORMATION
LEARNING RESOURCES CENTRE ASSISTANT
Part Time - 20 hours per week x 41 weeks

The Post:

This part time post is available to work as part of the Learning Resources team to provide a welcoming work environment and student focused service in both Learning Resource Centre (LRC) areas in the College. The role is varied and there is a need for flexibility, but a key part of the role is to assist in supervising students and maintaining an environment conducive to study, to help with book preparation, shelving and promotions, and to carry out any reprographic work when required. Responsibilities will also include closing procedures, computer bookings and other daily admin tasks helping to ensure students and staff receive appropriate assistance and guidance regarding access to information and resources.

This post would be suitable for someone who has a customer service background and experience of, or who would enjoy working in a busy and demanding environment with young adults. Experience with the basic Microsoft Office Packages would be an advantage, but training will be given in all duties.

Hours:

This post is part time, 20 hours per week (to be worked over 5 days), for 41 weeks per year (term time +2 weeks). **Actual hours are Mon-Fri 12:45pm – 4:45pm**

Salary:

Actual salary will be £10,308 per annum inclusive of fringe area allowance.

College Year:

The College year runs for a period of twelve months from 1st September – 31st August, with the Autumn term often starting in the last week of August. Term time is 39 weeks. Working hours for full time staff are 36 hours per week, 8.45 – 5.00 pm (Mon-Thurs) and 8.45 – 4.45 pm (Fri) excluding lunch breaks.

Applications: Completed application forms should be returned to:

The Personnel Manager
Esher College
Weston Green Road
Thames Ditton
Surrey KT7 0JB

Email: jobs@esher.ac.uk

Closing Date: 12 noon, Friday 19th November 2021
Interviews to be held w/c 22nd November 2021