



**FURTHER INFORMATION**  
**LEARNING RESOURCES CENTRE ASSISTANT**  
**Full Time – Permanent (possible PT/ Job Share)**

**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 key parts of the role are 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 or Library 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 for 36 hours a week for 41 weeks of the year (term time, plus 2 weeks).

**Salary:**

Actual salary will be £21,958 per annum inclusive of fringe area allowance (pro rata for PT/Job Share).

**College Year:**

The College year runs for a period of twelve months from 1<sup>st</sup> September – 31<sup>st</sup> August, with the Autumn term often starting in the last week of August. Term time is 39 weeks. Standard working hours for full time staff in the Learning Resource Centre are 36 hours per week, 0830 - 1640 (Mon-Thurs) and 0830 – 1625 (Fri) excluding lunch breaks.

**Applications:** Completed application forms should be returned to:

The HR Manager  
Esher Sixth Form College  
Weston Green Road  
Thames Ditton  
Surrey KT7 0JB

Email: [jobs@esher.ac.uk](mailto:jobs@esher.ac.uk)

**Closing Date:** 9 am, Friday 19<sup>th</sup> April 2024  
Interviews to be held w/c 22<sup>nd</sup> April 2024