



As one of the top 10 colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Digital & Academic Resources Centre Assistant?**

Job Title	Digital & Academic Resources Centre Assistant
Ref No.	ME2425049
Department	Digital & Academic Resources Centre
Reporting to	Library Services and Resources Coordinator
Location	Northampton, Booth Lane Campus
Salary	<p>In the range of £25,798 - £28,513 per annum pro-rata, actual salary in the range of £22,855 - £25,260 per annum</p> <p>Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.</p>
Hours	<p>37 hours per week.</p> <p>You will be required to be at work for a total of 1480 hours per year. This will usually be completed over a period of 40 weeks based around student term times. Holiday, including entitlement to Bank Holidays and Closure Days, will be taken outside this working time, unless by prior arrangement with your line manager</p>
Contract Type	Permanent, Term Time

We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).

If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.

REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year *****Holiday entitlement will be included in monthly pay to the value of 35 days per annum pro rata*****
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 25.40%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



Job Description

Role Purpose

To support the delivery of an innovative and inclusive Digital and Academic Resources Centre (DARC) service that provides the College's diverse student body with access to a range of extensive, contemporary and accessible resources to support their learning aims, broaden their opportunities for learning and self-development, and to develop their academic skills within the context of the College's broad curriculum offering.

Main Duties and Responsibilities

1. To be the first point of contact for students and staff entering the Digital and Academic Resources Centre (DARC) providing welcoming and individual user-focused support.
2. To promote high standards of behaviour within the Digital and Academic Resources Centre (DARC) by creating a purposeful, positive and supportive learning environment, addressing behaviours that fall below the required standards.
3. To engage with students to identify resources and support that will enhance their learning opportunities and ability to improve their capacity to undertake independent studies and research.
4. To help guide and advise users on a range of digital resources and equipment, including virtual learning environments, digital platforms, eBooks, the College's Digital and Academic Resources Centre (DARC) website and other educational technologies.
5. To assist and advise students on Information Technology (IT) enquiries, including accessing computing facilities, printing, Wireless Fidelity (WiFi), authentication, Sharepoint and Microsoft packages.
6. To use the College's Digital and Academic Resources Centre's (DARC's) Management System (Heritage)/other ICT systems as required.
7. To contribute to the issuing and return of all in-College loan devices and related equipment, including laptops.
8. To maintain contemporary knowledge of librarianship developments within the Further and Higher Educations sectors.
9. To delivery Digital and Academic Resources Centre (DARC) inductions and user-specific tours as required.
10. To assist in the supervision of Digital and Academic Resources Centre (DARC) work experience students.
11. To assist in the provision of statistical information pertaining to usage of the Digital and Academic Resources Centre's (DARC's) Library Service.
12. To assist in the promotion of Digital and Academic Resources Centre (DARC) schemes to users and keep all topical displays up to date.
13. To complete various routine duties such as opening and closing the Digital and Academic Resources Centre (DARC), issuing books, administration, shelving and the preparation and processing of new materials in various formats.
14. To carry out examination invigilation duties as required.

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level 	
Knowledge	<ul style="list-style-type: none"> Understanding of, and commitment to, the principles of equity, inclusion and belonging Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting Understanding of the principles of data protection 	
Skills	<ul style="list-style-type: none"> Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines High levels of attention to detail and accuracy Ability to provide a responsive and professional level of customer service at all times 	
Experience	<ul style="list-style-type: none"> Experience of delivering high levels of customer service Experience of implementing quality processes 	<ul style="list-style-type: none"> Experience of working in a Library or Digital and Academic Resource Centre (DARC). Experience of working with or supporting young people Experience of working within an educational setting
Attributes	<ul style="list-style-type: none"> Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments Priorities the needs of the team, customer, and the organisation High degree of integrity and honesty Empathetic: demonstrates thoughtfulness towards others Resilience: able to recover from setbacks quickly Self-motivated: demonstrates initiative, positivity, and a proactive approach 	

	Essential	Desirable
	<ul style="list-style-type: none"> Positive role model for students 	

GENERAL

You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

