



# LIBRARIAN JOB DESCRIPTION

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## ABOUT CATS College London

CATS London offers a unique opportunity to experience one of the world's most exciting cities. Our international community helps our students realise their goal of achieving a place at one of the UK's leading universities, and the chance to pursue their career of choice. Our students enjoy the rich academic experience, and also the unique cultural and social opportunity on offer at CATS - one of London's leading international colleges.

## OVERVIEW OF THE JOB

The librarian is a key member of staff at CATS College London, supporting our students with both academic and pastoral issues and effectively managing an enriching environment for students to study and access materials.

Key areas:

- The management of the library and e-library (libraries) and resources therein
- The provision of an effective library service
- The management and strategic planning of the library resource

## REPORTS TO

You will be directly responsible to Vice Principal.

No line management responsibility.

## MAIN RESPONSIBILITIES OF THE JOB

- To be responsible for the introduction, monitoring, review and evaluation of all systems and procedures associated with the libraries.
- Creating, updating and managing on-line information resources
- To be responsible for the day to day running of the libraries
- Assist the Principal in the strategic planning and development of the service.
- Instruct students and staff in the use of the libraries.
- Assist students in the use of the libraries
- Liaise regularly with the Curriculum Directors and Principal to ascertain course requirements.
- Supervise and assist with the processing, shelving, maintenance and organisation of resource materials including the collection and presentation of information to support both staff and students.
- To be responsible for the general appearance of the libraries and to maintain an atmosphere conducive to study.
- To create support materials for students and staff with special reference to the identified subject areas.

- Assist with the admin and organisation of the Enrichment programme
- Deliver study skills sessions for foundation and IY1 programmes of study
- Deliver courses/presentations to students dealing with relevant issues such as academic honesty, research skills, etc.
- Help with the administration of IELTS examination registration
- Help with organisation and admin for internal and external exams as required
- Liaise with Finance Officer and College suppliers to ensure best value is obtained
- Updating and development of Library Management System (AccessIT)

Other Duties include:

- Devise, collate, and produce statistical information and reports for use by management, when required.
- To order stock and in liaison with the Finance Officer monitor expenditure and supervise and monitor invoice payments.
- To participate in the College appraisal scheme.
- To act at all times in accordance with College policies, e.g. Health & Safety, Equal Opportunities.
- To support the College's Equal Opportunities Policy which promotes the inclusion of students with learning difficulties and disabilities across the College.
- Any other duties of a comparable nature as required.

This list of duties is not exhaustive and variations to this job description may be required from time to time. Where such are necessary, they will be discussed with the post holder.

## PERSON SPECIFICATION

We are looking for someone who has the following skills and attributes, these will be assessed through both the application process and also the interview.

- Previous librarian experience is desirable but not essential for this role
- Ability to take ownership of the library space and make it an exciting and engaging place to learn
- Experience of supporting students with learning or development
- Methodical approach to work
- Confident IT user, who can access databases and use Microsoft Windows suite.
- Ability to be pro-active and display initiative
- Willingness to learn and acquire new skills
- Organisational skills and management of resources
- Ability to present information in appropriate formats according to audience and fit for purpose
- Willingness to accept additional responsibilities - Demonstrates understanding and commitment to supporting the College to meet its targets for success
- Good interpersonal skills, both verbal and written
- Evidence of problem-solving decision making skills
- A professional and supportive team player who enjoys effective collaboration with colleagues

- Ability to work core hours of college with flexibility for cover for other members of the support staff team.
- Willing to play a part in the wider life of the College community

## About CEG

Cambridge Education Group (CEG). CEG is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; CSVPA; ONCAMPUS programmes at universities in the UK, USA and Europe; Stafford House International English language schools in the UK, USA and Canada; Stafford House Summer study holidays and CEG Digital, benefiting from being part of a global team focused on online teaching and learning.

## And finally

CEG is committed to safeguarding and promoting the welfare of children and young people and expect everyone connected with the College/s to share this commitment.