

Learning Resources Assistant

Job Pack



ArtsEd is a brilliant place to work, full of talented people doing what they love most in the world. For over 100 years, ArtsEd has been at the forefront of performing arts training in the UK, nurturing talent, and inspiring confidence. One of the UK's leading centres of conservatoire education, the training we provide is world-class, inclusive, contemporary, and focused on the constantly evolving needs of the industry in the 21st century.

ArtsEd employs around 170 people in a variety of teaching and support roles, as well as many more on a freelance basis. We expect a great deal from our staff, and in return, we provide a fulfilling, supportive, welcoming, and engaging environment, where people feel comfortable to be creative, open, and able to give their best.



ArtsEd Higher Education

ArtsEd is one of the UK's leading providers of degree-level conservatoire education. Our Foundation, BA and MA courses in Musical Theatre and Acting, create graduates who are innovative and resilient performers. We prepare our students for both the physical and mental rigours of the performing arts industry through a combination of outstanding vocational training and focused pastoral care. The success of our approach has led to our alumni playing a key role in the success of the UK's creative economy for many years and they include choreographers, directors, and producers, as well as performers.

*The future of this country's theatre
tradition depends on centres of excellence such as ArtsEd.*

Lord Lloyd Webber, ArtsEd President

ArtsEd Day School & Sixth Form

Our Day School & Sixth Form is a national centre of excellence for the study of the performing arts. Founded over 100 years ago, ArtsEd's ethos remains much the same today as it was then: to provide a broad and balanced education, stretching pupils to achieve their academic, artistic, and personal potential.

An independent day school like no other; ArtsEd is an international leader in performing arts education and a local and national leader in its wider academic provision. Our pupils enjoy a high-quality vocational programme delivered by committed and creative professionals, whose expertise instils in our pupils a passion for performance that feeds into all aspects of their educational and personal development. Our students spend time every day doing what they love, encouraging their development into happy, collaborative, and well-rounded individuals, fully committed to holistic education and, at 16+ or 18+, armed with a set of skills and experiences that prepare them for whatever pathway they choose to follow.

What do we offer?

The energy and passion at ArtsEd are tangible. We are a small, close-knit team, committed to supporting all our students to achieve their best. We offer competitive salaries, and our size means that we are able to provide tailored opportunities for staff to develop their skills and experience through internal and external programmes.

The health & well-being of our staff is a key focus and we have teamed up with Simply Health to offer a family-wide health plan that includes:

- a full Employee Assistance Programme, including face-to-face counselling and unlimited telephone support
- contributions towards a range of therapies, including sports massage, physiotherapy, and chiropractic appointments
- contributions towards dental and optical costs
- 24/7 GP appointments via telephone/webcam
- Lifestyle Discounts

In addition, staff are eligible for the following:

- Cycle to Work Scheme
- a 5% matched pension (after the relevant qualifying period)

Learning Resource Assistant	
Department	Library
Reports to:	Head of Learning Resources
Responsible for:	Library Operation
Working Pattern:	Monday-Thursday
Hours:	2:00 – 7:00
Salary:	£12919,09
<i>ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff (permanent and visiting) and volunteers to share this commitment; all staff are required to undergo background checks in line with Keeping Children Safe in Education 2021 regulations and to hold an enhanced DBS.</i>	
Summary of the role:	

To assist the Librarian in efficiently operating the school library and archive spaces and collections. Providing a comprehensive service to all users from Sixth Form up to MA level; including evening courses and Day School from September 2024

Key Criteria for Success:

- Ability to work independently and as part of a team
- Good IT, organisational, and administrative skills
- Strong interpersonal skills and enthusiasm for education principles.

Key Responsibilities:

- Running the issue desk and managing the library database and PaperCut.
- Operating the card machine in order to collect payment for printer credit, fines and deposits.
- Collating information on Excel.
- Supervising and supporting students and staff in using the LRC.
- Assisting students in IT usage and promoting independent learning.
- Maintaining library stock and visual environment; includes repairing, removing old and damaged stock.
- Liaising with curriculum managers.
- Restocking the photocopier with paper and toner.
- Photocopying material for project classes and other lessons.
- Undertaking relevant training.
- Recommending suitable material for the advancement of user's education.
- Enforcing library rules and regulations
- Giving inductions to new members at the beginning of the academic year.
- Submitting end of day financial report to the finance department.
- Ensuring that the Library is secure at the end of the working day.

Secondary Duties

Other administrative duties as directed by the Librarian and as appropriate to the role.

Person Specification

Experience		Assessment Method
Educated to A-level or equivalent	Essential	Application
Previous experience of library work desirable, but not necessary	Desirable	Application & Interview
An understanding of the culture and dynamics within the Arts	Desirable	Application & Interview
Skills and abilities		
Ability to work in a team, and alone, setting priorities for tasks using own initiative.	Essential	Application & Interview
Good interpersonal skills, including a helpful and polite disposition and the ability to maintain confidentiality of information.	Essential	Application, Interview & Exercise
Good organisational skills and being innovative.	Essential	Application & Interview