



Job Description: Library & Study Hub Advisor (Term Time plus 4 weeks)



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REF: KGV527-868

The role:

The Study Hubs across Southport College and KGV Sixth Form College house a comprehensive range of learning resources, including books, magazines and journals, both in paper-based and electronic formats. PCs and laptops are available for staff and students to use in a modular environment.

This role is essential to support independent learning across all curriculum areas. The role will include encouraging and guiding students and staff of the College on how to access, retrieve and use relevant learning materials, as well as ensuring the smooth running of the Study Hubs. The successful applicant will possess a good understanding of ICT including Microsoft Office, web-based media, and other interactive resources. An understanding of library circulation systems would also be desirable.

Applications on a part time/fractional basis will also be considered.

Responsible to:

The postholder is responsible to the Assistant Principal: Learner Development & Careers.

Key Accountabilities and Responsibilities:

- Support and advise students and staff on accessing, retrieving and using learning resources, including creating and sharing guidance materials for staff and learners
- Provide user support for a wide range of IT facilities and resources including networked software packages, emails, VLEs and electronic and digital resources such as EBSCO.
- Keep up-to date with new developments in IT, including developments in relation to the use of AI in Library Services
- Liaise with ICT Support to ensure an efficient IT service is provided
- Assist with user education sessions within groups
- Conduct relevant induction sessions for students on an individual basis as necessary
- Oversee the operational management and use of the Heritage Library system to administer resources in a timely and organised manner and to return stock to the shelves appropriately
- Regularly update and amend catalogue records in the Heritage Library system as required



- Maintain Study Hub systems by carrying out shelving, shelf tidying, book processing and other routine tasks as required
- Liaise with curriculum staff to ascertain resources needed, strengthening and building on the usage of Study Hub services for staff and learners
- Use specialist subject knowledge and experience to select appropriate material for the collection, ensuring that materials are accessible and meet the needs of staff and learners
- Undertake student account management including password changes, account adjustments and print credit updates
- Complete the ordering and processing of library subscriptions, promoting relevant subscriptions to students and departments
- Assist with financial responsibilities involving cash handling, banking and invoice processing as required
- Undertake the administration of overdue fees resources, reservations and departmental ordering as directed by the Head of Studies
- Ensure the Library and Study Hub provides an excellent standard of service to all our customers
- Maintain discipline, order and safety in the Library and Study Hub, to ensure a pleasant and professional working environment
- Participate in promotional activities for the Library and Study Hub
- Liaise with other departments within the College and attend meetings as required.
- Ensure compliance with Health & Safety regulations and the Colleges' Equal Opportunity Policies.
- Be able to work using your own initiative, and also operate as part of a team
- Be able to maintain professional conduct at all times whilst working with staff and students
- Participate in the Colleges' appraisal schemes
- Attend training courses as and when required
- Fulfil any other duty required and applicable to this level of post

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible



modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Possession of an appropriate qualification in ICT or related digital or media technologies at Level 3 or equivalent.	D	A
Level 2 in English/Literacy and Maths/Numeracy (or willingness to undertake training and qualification as directed by the line manager).	E	A
Relevant training undertaken within the last 12 months.	D	A

Experience		
Proven information handling skills for retrieving information from the Internet, eBooks and other sources including eResources	E	A/I
Fully competent in using the Internet, on-line databases and relevant resources to locate information	E	A
Experience of working in the customer focused post-16 educational sector or commercial/ industrial training.	D	A

Knowledge, Skills and Attributes		
The willingness to be flexible and work as part of a team	E	A
Excellent interpersonal skills to deal professionally with all levels of key stakeholders in the organisation	E	A
Excellent communication skills both written and oral	E	A/I
Ability to work flexibly outside normal College hours when required	E	A
Good analytical thinking and problem solving skills.	E	A/I
Demonstrate drive and ability to use own initiative to solve practical problems without supervision	E	A/I
A thorough understanding of Microsoft Office and other relevant software to be able to support the Colleges users	E	A
An understanding of Library Circulation systems to be able to administer resources	D	A
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I

To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£22,327.26 to £22,848.93 per annum.

In order to ensure that employees who are employed on a term time only basis receive regular payments throughout the year, annual salaries are paid in 12 equal monthly instalments in line with the College's leave year (1 September to 31 August).

Please note, in the event of an appointment, contractual change or termination of employment mid-way through the College's leave year, the annual salary for the relevant leave year will need to be recalculated in order to ensure that the correct payment is received based on the projected working hours/weeks or actual working hours/weeks including any entitlement to accrued holiday pay.

Summary of Terms and Conditions of Employment:

There will be an annualised working year of 1,309 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 39 working days' (239 hours) holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

Evening and/or early morning duty may be necessary during August, September and January for enrolment/examination registration and general enquiries. Annual leave may not be taken from 20 August until the 2nd week in September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.



A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: Tuesday 1st September 2026 (10:00am)

Interviews will be held: Monday 7th September 2026

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

