

JOB DESCRIPTION

POST TITLE	:	Learning Spaces, Resources & Technology Officer
SALARY	:	Up to £27,128 (Pro-rota)
RESPONSIBLE TO	:	Head of Student Experience
CLOSING DATE	:	5.00pm, Tuesday 11 August 2026
INTERVIEW DATE	:	Friday 21 August 2026

Main Purpose of the Post

To ensure all learning spaces across campus provide a high-quality, inclusive, and technology-enhanced environment that supports student learning, engagement, and success.

Responsibilities

- 1 To oversee the smooth running of The Study Hub, Active Learning Zones and other study spaces on a day-to-day basis.
- 2 To develop online learning platforms to make learning resources accessible to staff and students.
- 3 To design, develop and produce support materials to facilitate the use of learning resources, making use of available technologies
- 4 Provide first-line support for learning technologies and study tools
- 5 To organise, plan, prepare and deliver effective and timely skills sessions.
- 6 To assist divisions in identifying and acquiring learning resources linked to a subject specialism.
- 7 To promote the Study Hub and Academic Technology Support services across college.
- 8 Provide 1:1 and small group academic support for students on assignments and project work
- 9 To collect and collate management information on customer satisfaction and study spaces performance.
- 10 To support relevant enrichment activities.
- 11 Ensure full compliance with College policies including Single Equality, Health and Safety and Safeguarding.
- 12 Carry out other duties as reasonably required by the Principal & CEO.



HOURS:

Term Time Only + 2 weeks. 37 hours per week

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.

PERSON SPECIFICATION

POST: Learning Spaces, Resources & Technology Officer

DIVISION: Student Experience

<u>QUALIFICATIONS</u>		Essential/ Desirable	To be identified by:
1	A Degree in a related subject or equivalent work experience	E	Application
2	IT qualification	D	Application
3	Full Level 3 qualifications (either A Levels, BTEC, T Level or equivalent)	E	Application
<u>KNOWLEDGE/SKILLS</u>			
1	Knowledge of supporting learning in physical and/or digital environments (e.g. study spaces, libraries, VLEs)	E	Application / Interview
2	Ability to support students and staff in accessing and using a range of learning resources (digital and physical)	E	Application / Interview
3	Strong digital skills, including use of Microsoft 365 and online learning platforms (e.g. Moodle, SharePoint or similar)	E	Application / Interview
4	Ability to design and develop engaging digital and/or printed learning resources	E	Application / Interview
5	Ability to deliver training, workshops, or skills sessions to students and staff	E	Application / Interview
6	Excellent communication and interpersonal skills, with the ability to engage a diverse student population	E	Application / Interview
7	Strong organisational and planning skills, with ability to manage competing priorities	E	Application / Interview
8	Ability to work independently and collaboratively as part of a team	E	Application / Interview
9	Understanding of customer-focused service delivery in an educational environment	E	Application / Interview

10	Knowledge of learning technologies, study skills support, or academic development	D	Application / Interview
11	Knowledge of library practices or systems (e.g. cataloguing, LMS)	D	Application / Interview

EXPERIENCE

1	Experience of working in a customer-facing role	E	Application / Interview
2	Experience supporting learners in an educational or training environment	D	Application / Interview
3	Experience using and/or supporting online learning platforms	E	Application / Interview
4	Experience delivering training, workshops, or group sessions	D	Application / Interview
5	Experience creating or managing digital learning resources or content	D	Application / Interview
6	Experience using Microsoft Office / Microsoft 365 tools	E	Application / Interview
7	Experience contributing to service improvement or collecting user feedback	D	Application / Interview

PERSONAL

1	Commitment to the delivery of an excellent student experience	E	Interview
2	Proactive, flexible approach with the ability to take initiative	E	Application / Interview
3	Strong teamworking skills and ability to build effective working relationships	E	Application / Interview
4	Willingness to work occasional evenings and weekends	E	Application / Interview
5	Commitment to College's Equality and Diversity and Health & Safety Policies	E	Interview
6	The College is committed to safeguarding children, young people and vulnerable adults and expects all staff to share that commitment.	E	Application Form / Interview / References

7 Regular and Reliable Service E Interview / References
(the College does not wish to appoint
individuals with a high sickness record where
there is no underlying medical reason)*

**Note this does not effect any individual's rights
under the Disability Discrimination Act, the College
would wish to promote the recruitment of disabled
staff and would endeavour to make reasonable
adjustments where practical.
Disabled staff who meet the essential criteria
will be guaranteed an interview.*