



GIRTON COLLEGE
University of Cambridge

ASSISTANT LIBRARIAN Maternity Cover

Salary £26,715 per annum
Fixed-term, Full time: 35 hours per week

We are seeking an Assistant Librarian on a fixed-term basis to join our small but busy team in the Girton College Library. The post holder will work with the team to provide a comprehensive library service to all members of the College.

The successful candidate will be a degree educated, qualified librarian with a background in academic libraries. They will have excellent interpersonal skills and experience of cataloguing and using library management systems. Responsibilities include the day-to-day running of the Library office and deputising, as required, for the Librarian. Due to Covid-19 guidelines, it is expected that, at least initially, some days will be worked from home and some in the Library.

We offer 34 days annual leave (includes Bank Holidays), contributory pension scheme, on-site parking, use of gym and swimming pool, free lunch plus other benefits commensurate with working for a large Cambridge University College.

To apply please submit a CV and covering letter to recruitment@girton.cam.ac.uk

Further details are available on <https://www.girton.cam.ac.uk/work-at-girton> or email recruitment@girton.cam.ac.uk

Closing date for applications: 9:00am on Friday 4 December 2020*

Interviews are expected to be held during the week commencing 14 December 2020.

**We reserve the right to close the advert early if we receive a significant volume of applications prior to the closing date*

The postholder must be available to start no later than mid/late January 2021.

All employers are subject to a legal requirement under the Immigration, Asylum and Nationality Act 2006 to check that anyone to whom they offer employment has the right to work in the UK.

