

JOB DESCRIPTION

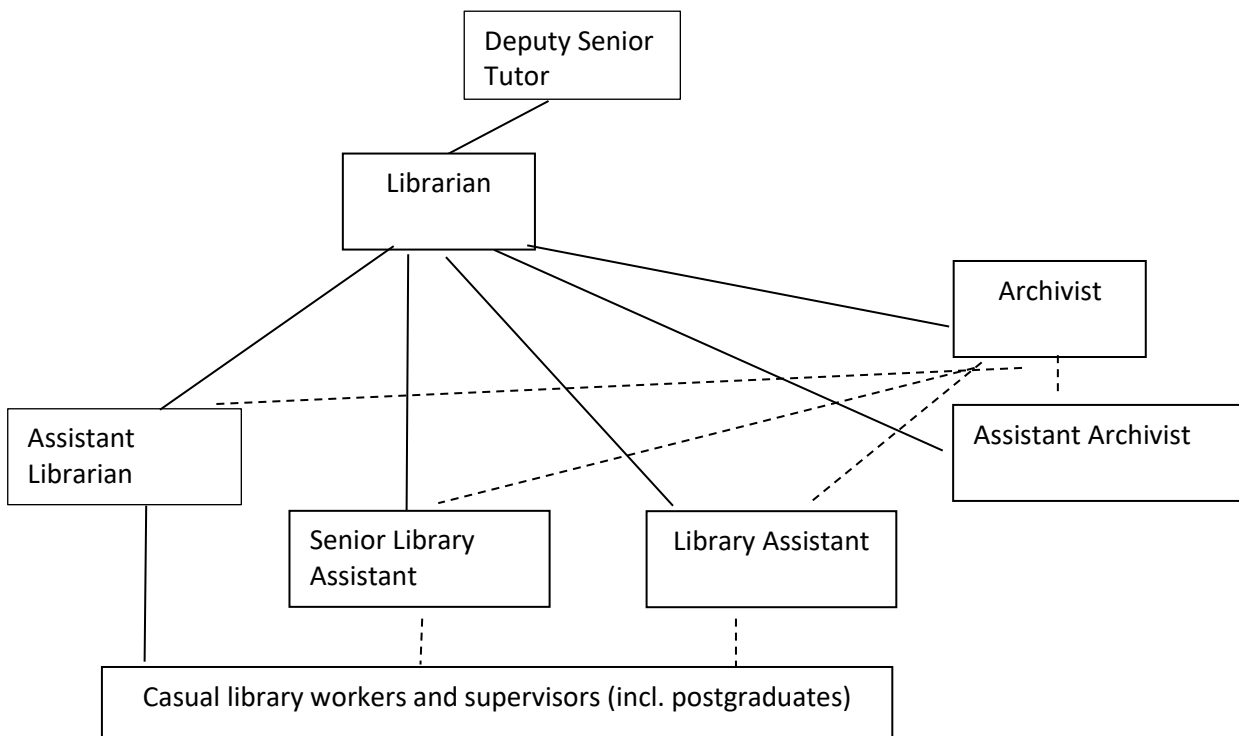
Library Assistant

College Background

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK’s first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton’s buildings, services and its estate. Currently, the student community comprises 550 undergraduates and 410 postgraduates.

Department Background and Structure



(Supervisory authority is shown by a continuous line, other relationships by a broken line)

Team/ Department: Library & Archive

Reporting to: The Librarian as first line manager, and ultimately to the Deputy Senior Tutor for Teaching & Learning. In the absence of both, this post-holder is responsible to the Archivist

Responsible for: Supervising the borrowing desk and acting as first point of call for visitors and enquiries.

Girton has one of the bigger college libraries within the University, offering varied study spaces, a large book collection, an IT Area and knowledgeable staff who are always ready to help. It is hoped to increase the amount of user education currently offered. All students, staff and Fellows of the College are welcome to use the Library, although its printed book collections primarily support undergraduate degree courses. Its Archive and special collections encapsulate the College's history and are an important resource in the history of women's education and social history.

Purpose of Job

Working with a team of library staff to provide a comprehensive library service to members of the College, which includes undergraduate and postgraduate students in all disciplines, Fellows and staff. In particular, this post is concerned with the supervision of the Library's borrowing desk and its associated activities

Role Duties and Responsibilities

1. Supervising the borrowing desk and acting as first point of call for visitors and enquiries, including enquiries about IT resources
2. Checking overdue and loan notifications
3. Preparing books for accessioning (jackets, library stamps, book plates, classification labels and marks, barcode number labels, etc.), or re-labelling existing books where necessary
4. Maintaining the department's social media presence, in consultation with the Librarian
5. Assisting with informal outreach, including producing displays and induction material
6. Supervising the hand-over (during Full Term) between permanent staff and casual, evening staff
7. Undertaking end-of-day procedures outside Full Term (i.e. when the Library closes at 5pm), such as shutting down computers and printers, checking windows, securing the fire door, etc.
8. Working with the Senior Library Assistant on checking reading lists
9. Working with the Senior Library Assistant on journal accessioning
10. Upkeep of display areas, including noticeboards, counselling/study guides area, and issue desk
11. Making sure post is taken to and collected from the Lodge
12. Entering new readers details into the library management system database for the start of the Michaelmas Term
13. Compiling orders for library stationery and binding equipment from external suppliers; these orders are then placed by the Senior Library Assistant and in consultation with the Librarian
14. Ordering and collecting stationery and office refreshments supplies that are available internally
15. Undertaking minor book repairs
16. Filing stock/shelf cards: this task is shared equally between the Library Assistants and Assistant Librarian
17. Shelving: this task is shared equally between the Library Assistants and Assistant Librarian. The casual postgraduate supervisors also share the shelving tasks in Full Term
18. Shelf-tidying: this task is shared equally between the Library Assistants and Assistant Librarian, with each carrying out one hour of shelf-tidying per week
19. Looking for missing books: this task is shared equally between the Library Assistants and Assistant Librarian
20. Other tasks shared with all the Library staff. This includes general duties such as readers' enquiries, the return and issuing of books, assistance in the use of IT resources. It might also include participating in special projects that the Librarian may set up from time to time involving the whole team (e.g. stock-checking, re-classification, etc.)
21. Working on any other special individual projects, as directed by the Librarian
22. Staff may be asked to cover the work of colleagues when they are away
23. The post holder will be required to be familiar with, and work in accordance with all College's policies and procedures
24. The post holder will be expected to participate in training designed to minimize occupational risks. This

may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised. The post holder will also be expected to participate in any other training deemed necessary

25. Any other duties as may reasonably be required of a Library Assistant and at the Librarian's discretion.

This job description may be subject to change following consultation between the Line Manager and Postholder

PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

| Qualifications and Experience | Essential | Desirable |
|--|-----------|-----------|
| No formal qualifications are required, but evidence of a good education to at least A level (or equivalent) | ✓ | |
| Qualification such as relevant City and Guilds certificate or NVQ | | ✓ |
| Previous experience of library work | | ✓ |
| Skills and knowledge | Essential | Desirable |
| Good IT skills and an ability to use a database | ✓ | |
| Other Qualities | Essential | Desirable |
| Good interpersonal and customer care skills, including a helpful and polite disposition | ✓ | |
| Ability to maintain confidentiality | ✓ | |
| Ability to pay close attention to detail and to produce work that is both consistent and accurate | ✓ | |
| Ability to work both as part of a team and alone, with minimal supervision | ✓ | |
| Ability to exercise discretion as to when to refer matters to a more senior member of staff | ✓ | |
| Enthusiasm for the principles and practices of education | ✓ | |
| Patience and sensitivity | ✓ | |
| Demonstration of an enquiring mind | ✓ | |
| Ability to interact successfully with the broad college community and its various demands | ✓ | |
| Ability to shelve quantities of books on shelving of various heights, including tall shelves which require ladder access, and to transport books, loose or boxed, by means of trolleys | ✓ | |

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

Employment:

| | |
|-----------------------------|---|
| Salary | Girton Single Spine Points 25 to 28, £13,542 - £14,364 per annum + benefits (£23,700 - £25,138 FTE) |
| Working arrangements | Part-time: 20 hours per week, Mondays–Fridays 1.30pm–5.30pm in Full Term, 1.15pm–5.15pm outside Full Term |
| Contract term | Permanent, subject to a six-month probationary period. |
| Annual leave | 34 days (inclusive of bank holidays) plus a day in lieu for each bank holiday worked in Full Term. Please note: The post holder will be required to take their annual leave entitlement outside of Full Term |
| Other | <p>We also offer:</p> <ul style="list-style-type: none"> Workplace Pension Cycle to Work Scheme Access to Healthcare Gym & swimming pool Free Staff Lunch and refreshments Staff discount to hold private events in College Local Discounts via the University Access to a Holiday Playscheme <p><i>Some of the above are non-contractual</i></p> |