**JOB DESCRIPTION – Library Assistant**

*Candidates are expected to spend time looking at the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *which provides information about St Clare’s and the courses we offer.*

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| **JOB SPECIFICATION** | |
| Title of Post | Library Assistant |
| Purpose of Role | Be part of the library team, providing cover to ensure the smooth running of the library. |
| Overview | The college is looking for an enthusiastic Library Assistant to help provide cover in their busy library. The library has approximately 35,000 resources, and also provides access to various online databases. It is housed in its own building over four floors.  The role would suit an enthusiastic person, keen to work in a library. |
| Reporting Structure | Line Manager: Senior Librarian  Senior Manager: Vice Principal – Academic |
| Key Responsibilities | * Working on the issue desk, issuing and returning books, and handling staff and student enquiries * Processing of books * Shelving * Basic maintenance and troubleshooting of library equipment * Locking up the library with the assistance of the porter * Other duties as required by the senior librarian |
| **TERMS AND CONDITIONS** | |
| Terms of Employment | Zero-hour contract. |
| Place of Work | 137 Banbury Road, Oxford, OX2 7AL |
| Hours of Work | This is a zero-hour contract and it is not possible to predict regular hours. We anticipate that there are likely to be more regular and frequent hours at Easter and during Summer 2022. |
| Probationary Period | 6 months |
| Notice Period | 1 month |
| Salary / Pay | The hourly rate of pay is £9.43 - £10.42 weekdays & £10.07 - £11.13 weekends (plus an additional amount of incremental compensatory holiday pay) dependent on relevant skills and experience |
| Life Assurance | Death in service benefit is four times annual salary |
| Meal | A free meal is provided in the College dining hall on working days and when students are in residence. |
| **PERSON SPECIFICATION**  *The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:* | |
| Education and qualifications | Educated to IB/A level standard or equivalent (D) |
| Knowledge, skills and experience | * Some experience of working in a library environment (D) * Strong IT skills (D) * Excellent customer service skills (E) * Fluent spoken and written English (E) |
| Personal skills and attributes | * An ability to communicate effectively with a wide range of library users (E) * Ability to prioritise work effectively within a busy, pressurised environment (E) * Self-motivated, enthusiastic individual who pays close attention to detail (E) * An interest in working in an international community of young people and staff (E) |

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| **References and Pre-employment Checks**  *St Clare’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.*  *Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.* | |
| References | Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.- |
| Identity, right to work and qualifications | Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required. |
| Police checks / DBS | Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a *pre-requisite* of employment. |
| Health questionnaire | Satisfactory completion of a health questionnaire. |

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| **HOW TO APPLY** | |
| Applications | Applications must be made using the College’s standard application form  CVs will only be accepted if accompanied by a St Clare’s application form. |
| Email | Applications should be submitted by email to [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk) |
| Post | Alternatively, send to:  Recruitment, HR Department, St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL |
| Contact us | Email: [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk)  Tel: 01865 552031 |
| Deadline for applications | **This role will close once a suitable applicant has been appointed** |