



JOB DESCRIPTION – Library Assistant (Casual contract)

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer.

| JOB SPECIFICATION | |
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| Title of Post | Library Assistant (casual contract) |
| Purpose of Role | To work as part of the Library team, providing cover when required to ensure the smooth running of the library. |
| Department | <p>The College library is busy all year-round serving students enrolled on the International Baccalaureate (IB) Diploma programme, the Pre-IB programme, the St Clare's Summer school, and the International College.</p> <p>The College is housed in its own building over four floors and has approximately 35,000 resources, and also provides access to various online databases.</p> <p>The role would suit someone keen to work in a library.</p> |
| Reporting Structure | Reports to the Senior Librarian and then to the Vice Principal Academic. |
| Key Responsibilities | <ul style="list-style-type: none"> 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 Cataloguing Other duties as required by the Senior Librarian <p>While every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically identified. The Library Assistant may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the College.</p> |
| PERSON SPECIFICATION | |
| <i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i> | |
| Education and qualifications | <ul style="list-style-type: none"> Educated to IB/A level standard or equivalent (E) |
| Knowledge, skills and experience | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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) A commitment to safeguarding students in line with College policies and procedures (E) |

| TERMS AND CONDITIONS | |
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| Terms of Employment | Casual zero-hour contract |
| Place of Work | 139 Banbury Road, Oxford, OX2 7AL |
| Hours of Work | <p>This is a casual zero-hour contract with no normal hours of work and work will be requested on an “as required” basis.</p> <p>The Employee’s hours and days will vary according to the needs of the College but will generally be expected to work between the hours of 9:00 and 21:30 from Monday to Friday. The Senior Librarian will notify the Employee in advance of the days and hours that they will be required to work.</p> <p>The College operates on Saturdays, Sundays and Bank Holidays and some flexibility to work additional hours may be required from time to time to meet the needs of the role.</p> |
| Probationary Period | Six months |
| Salary/Pay | <p>With effect from September, the hourly rate of pay is £14.00 an hour (£12.49 an hour plus £1.51 an hour holiday pay).</p> <p>Rates of pay are reviewed annually with effect from 1st September.</p> <p>Payment will be monthly in arrears by direct transfer to the employee’s bank account.</p> |
| Pension | A contributory pension is offered through St Clare’s group personal pension scheme, following a 3-month deferment period. The employer pays 10% of gross salary and the employee pays 5%. Employee’s contributions above 5% may be made, but do not attract a matching contribution from the employer. |
| Meal | A free meal is provided in the College dining hall on working days and when students are in residence. |

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.

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| 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 | <p>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</p> <p>Note: We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.</p> <p>If you don't already have the legal right to work in the UK, we strongly recommend that you use the Home Office website to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.</p> |
| 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. |

HOW TO APPLY

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| Applications | <p>Applications must be made using the College's standard application form which can be found on the College website at https://www.stclares.ac.uk/contact-us/recruitment-and-careers/</p> <p>CVs will only be accepted if accompanied by a St Clare's application form.</p> |
| Email | Applications should be submitted by email to recruitment@stclares.ac.uk |
| Contact us | <p>Email: recruitment@stclares.ac.uk</p> <p>Tel: 01865 552031</p> |
| Deadline for applications | <p>This role will close 9am 3rd July 2024</p> <p>Earlier applications are welcomed, and the College reserves the right to shortlist when a suitable field is available.</p> |
| Interviews | Interviews will take place in the week beginning 8 th July 2024 |