



## **PART-TIME LIBRARY ASSISTANT FURTHER PARTICULARS**



St Peter's College invites applications for the post of part-time Library Assistant, to start from 6<sup>th</sup> October 2025 or as soon as possible thereafter. The post is part-time, 20 hours per week, for 30 weeks per year, i.e. for weeks 0-9 inclusive of each Oxford University term.

The closing date for applications is noon on Monday, 7<sup>th</sup> July 2025. Interviews are expected to be held on Tuesday, 22<sup>nd</sup> July 2025. St Peter's seeks to promote inclusion and diversity. We are committed to ensuring that our Library team is as diverse as possible to fully support the College's diverse population. We are particularly keen to receive applications from people of colour, people who identify as LGBTQIA+, and others who will widen diversity within the College.

### **St Peter's College**

St Peter's College is one of thirty-nine self-governing Colleges in the University of Oxford. Founded in 1929 expressly to widen access to Oxford University, it is an open, tolerant, and creative academic community, with harmonious relations between its senior and junior members, and an atmosphere in which academic staff and students from many different backgrounds and countries mix easily and comfortably. The College currently comprises a Master, Professor Judith Buchanan, and 65 Fellows and Lecturers in a wide range of subjects, approximately 350 undergraduate and 200 graduate students, 20 Visiting Students, and c95 members of administrative and domestic staff. St Peter's is a friendly and vibrant academic community and provides an informal and supportive working environment. St Peter's College is a registered charity. Further information may be found at [www.spc.ox.ac.uk](http://www.spc.ox.ac.uk)

The Library at St Peter's is particularly geared to the provision of resources for undergraduates with whom it has scored consistently highly in recent user surveys. It is also used by graduate students and senior members. The Library has developed a working collection of over 40,000 volumes in all the subjects studied at St Peter's. These are further supplemented by various electronic resources.

For further information on the Library, see:

<https://www.spc.ox.ac.uk/student-life/learning-at-st-peters/library>

## The Library

St Peter's College Library is fully automated. All existing stock and new additions are catalogued using Oxford University's Integrated Library Management System (ILMS). The ILMS is also used to manage the Library's circulation functions. In addition, St Peter's operates an automated self-issue system and a CCTV security system.

The Library is open 24 hours a day to College members. It is generally staffed from Monday to Friday during normal office hours. Readers issue books themselves using the self-issue system. There is a separate Law Library which is also open 24 hours a day.

In addition to the Library Assistant, the Library is staffed by a Librarian and Deputy Librarian. All members of the Library staff work closely together. The day-to-day running of the Library is in the hands of the Librarian, who is also responsible for managing the Library staff. The Librarian answers to the Fellow Librarian and the College's Library Committee. This meets each term and is responsible, in consultation with the Fellow Librarian and Librarian, for determining the Library's strategic policy.

### Duties of the Library Assistant include

- Administering the Library's circulation system
- Assisting readers with their use of the collections
- Checking in and resensitising returned books
- Checking security reports and CCTV footage
- Dealing with the post and Library email
- Responding to email and telephone enquiries from readers
- Recording periodical and journal parts as they arrive and checking for overdue issues
- Creating guiding notices and signage
- Checking reading lists
- Clearing readers' desks and helping to keep the reading rooms tidy
- Shelving books accurately
- Tidying shelves and maintaining Library materials in proper order
- Maintaining and monitoring Library stationery and other supplies
- Moving books to make the most of the Library's limited shelf space
- Invigilating visitors to the Library
- Processing new books: preparing spine labels; attaching security tags; covering books, stamping books, affixing labels to books as appropriate
- Assisting with stocktaking
- Undertaking basic book repairs

The above list of duties and responsibilities is not exhaustive. The post-holder may be required to carry out alternative tasks to ensure that the Library operates as efficiently as possible at all times.

### Person Specification

Candidates for the post will be assessed on the basis of the following criteria and should ensure that their application shows how they meet these criteria.

Candidates must possess the following attributes and skills:

- An ability to work well as a member of a small interdependent team
- An ability to form successful working relationships with a wide range of Library users

- An ability to work pragmatically, responding to enquiries and requests for help as they arise, whilst still ensuring more long-term tasks are completed on schedule
- Excellent verbal communication skills, together with a positive approach
- A meticulous eye for detail
- A friendly and approachable manner
- An ability to work alone without direct supervision
- An ability to work within established procedures

**Note:** The College Library is spread over several floors, and there is a separate Law Library and Library Store at some distance from the main library building. There is no lift. It is therefore imperative that the post-holder is happy and able to carry significant numbers of heavy books up and down steep stairs, and between different buildings situated some distance apart, daily.

## Terms and Conditions

### Hours of Work

The post is part-time, 20 hours per week for 30 weeks per year, i.e. for weeks 0-9 inclusive of each Oxford University term. The post-holder will be expected to work Monday to Friday for four hours each morning. There is some limited flexibility as to the precise start time each day.

### Annual Leave

The leave entitlement for full-time administrative staff of the College is 30 days per holiday year. The pro rata entitlement for this post is 87.5 hours of paid leave per year. However, it is not normally possible for Library staff to take leave during term. The salary has therefore been adjusted to include an additional payment in lieu of the holiday to which the post-holder is entitled.

The salary also includes a further payment in lieu of the two bank holidays which fall in Trinity (Summer) term. The Library Assistant will be expected to work on both of these bank holidays.

### Salary

The appointee's salary will be calculated pro rata at Grade 4 of the nationally negotiated pay spine, currently £26,338 - £29,959 per annum FTE. The hourly rate paid for the core hours stated will be between £14.47 and £16.46 per hour. Starting salaries are usually set at the lower end of the scale and then reviewed annually in line with the pay award for other salaried administrative staff. Some account of skills and experience may be considered.

### Pensions

The College offers defined benefit occupational pension schemes for eligible employees.

### Appointment

The start date will be 6<sup>th</sup> October 2025 or as soon as possible thereafter. The appointment will be subject (i) to the provision of an original document which indicates your right to work in the UK, and (ii) the completion of an initial probationary period of one year.

### Other Benefits

Health Care Scheme, Childcare Voucher Scheme and Travel Loan Scheme.

## How to Apply

Applications should comprise a detailed CV together with a covering letter (no more than two pages). This should explain your interest in the role and particularly highlight the relevant strengths that you would be able to bring. Candidates are also requested to give details of the names and contact details of two referees. It would be helpful if candidates could indicate the capacity in which their referees have gained knowledge of their work. References will not be taken up before the appointment stage.

Applications should be sent to [human.resources@spc.ox.ac.uk](mailto:human.resources@spc.ox.ac.uk)

Though not mandatory, we also ask you to complete and return a College recruitment monitoring form.

Since we will correspond with you by email and phone, please ensure that you provide us with an email address and phone numbers that you are happy for us to use for this purpose. Please provide a mobile phone contact if possible.

**The closing date for applications is noon on Monday, 7<sup>th</sup> July 2025. Interviews are expected to be held on Tuesday, 22<sup>nd</sup> July 2025.**

Informal enquiries about the post may be made to the Librarian, Dr David Johnson, by email ([david.johnson@spc.ox.ac.uk](mailto:david.johnson@spc.ox.ac.uk)) or telephone (01865 278882).

Data Protection: All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held, as defined in the General Data Protection Regulation ("GDPR"), the Data Protection Act 2018 and the College Policy on Data Protection as amended from time to time.

St Peter's is an equal opportunities employer that supports and encourages under-represented groups and values diversity.

