



## **Library Assistant**

**Full time or Part time (29 hours per week) will be considered**

**Fixed term contract until 31<sup>st</sup> August 2027**

**£28,218 per annum (pro rated for part time hours)**

### **The College**

One of the largest Colleges in the University of Oxford, with around 865 students, St Anne's is known for being down-to earth, ambitious, outward facing and collaborative. We aspire to understand the world and change it for the better.

Established in 1879 to enable women from all backgrounds to access an Oxford education, the College is committed to securing our legacy and future by being a diverse and inclusive community that is the home of choice for the brightest and most ambitious from all backgrounds, including those who may think that Oxford is not for people like them.

Our community includes undergraduate and graduate students, academics involved in world leading research and teaching, and staff from a wide range of professional backgrounds. Helen King, our Principal since 2017, is a graduate of St Anne's who took on the role after a thirty-year career in policing.

As a Charity and one of the more modern Colleges, our finances depend upon a diverse range of income streams including a successful vacation conference business and the generosity of our worldwide network of committed alumnae and donors.

At St Anne's we are committed to sustainability and our collective responsibility to preserving the environment. We are working in support of the University of Oxford's target of being carbon net neutral and biodiversity net gain by 2035. We expect all members of College to work towards these goals.

For further information about the College, please visit <http://www.st-annes.ox.ac.uk>

### **The Library**

The Library has been at the heart of St Anne's since its foundation, and holds one of the largest circulating collections of any Oxford college, with around 100,000 volumes. In addition, it has a small but interesting collection of rare books, special collections and archive material. The collections and the reading rooms are located in two buildings within the College, including the new Library and Academic Centre which opened in January 2017. The Library exists primarily to support our students, but is open to all members of the College. It is accessible 24 hours a day, seven days a week throughout the year. As well as the collections, the Library provides individual and group study spaces, computers, and printing/copying/scanning facilities.

## Overview

<b>Job Title</b>	Library Assistant
<b>Location</b>	Oxford
<b>Reports to</b>	Librarian
<b>Direct reports</b>	None

## The Post

The Library Assistant will be a key member of a small team consisting of the Librarian, the Deputy Librarian and the Assistant Librarian. This is a fixed-term post which would suit a person in the early stages of their library career who wishes to work whilst completing a professional library qualification part-time or as a distance learner. We will consider applicants who are already studying for a library qualification, as well as applicants planning to start a course in September 2026. The post will contribute to all aspects of the day-to-day running of a large college library. There will be opportunities to incorporate work done in the Library into the modules studied on your course.

For an informal discussion of the post or if you have any questions, please contact the Librarian, Clare White ([clare.white@st-annes.ox.ac.uk](mailto:clare.white@st-annes.ox.ac.uk)).

## The principal duties of the post include:

- Participating in desk duties and dealing with readers' enquiries, including assistance with using the printer/copier/scanners and general IT queries
- Processing new books (lamination and labelling)
- Shelving books, clearing desks and tidying the reading rooms
- Repairing damaged books
- Managing the Library's subscriptions to journals and standing orders, including receiving and processing incoming items and liaising with publishers to chase missing volumes
- Managing reserve collections set aside for particular courses
- Contributing to the Library's social media to promote the College and University Library services and resources, with an emphasis on supporting students
- Participating in collection management projects such as stock checks, book moves and re-classification
- Participating in delivering induction tours of the Library for new students, visiting students and summer schools
- Assisting with curating displays and exhibitions in the Library/College and online, using material from the Library and Archives
- Assisting with welfare events/activities organised by the Library

**The Library Assistant will also:**

- Assist with other tasks, projects and events as directed by the Librarian/Deputy Librarian
- Contribute ideas to improve the Library service
- Attend staff development activities where appropriate
- Participate in the wider library community in Oxford

**Personal specifications:****Essential**

- Educated to degree level or equivalent
- Completed library graduate traineeship or equivalent experience
- A place on a postgraduate course in Library and Information Studies, or a firm intention to apply for entry to a course starting in September 2026 or before
- Excellent customer service skills and ability to communicate effectively with readers, colleagues and visitors
- Very good command of written and spoken English
- Attention to accuracy and detail, especially when completing routine tasks
- Time management skills, including prioritisation and working under pressure
- Ability to work flexibly, to use initiative, and to work well both independently and as part of a small team
- Very good computer skills including proficiency with Microsoft Office applications, online catalogues and databases, and library management systems (training on specific software will be provided where necessary)
- Proficiency with social media, and the ability to use it effectively in an academic library environment
- Ability to lift, move and carry books

**Desirable**

- Experience of working in an academic library
- Experience of working with Alma Library Management System.

## Terms and Conditions

Appointment:	This appointment will be subject to satisfactory provision of proof of the right to work in the UK. Appointees who are not British or Irish nationals will need a UK visa or proof of settled or pre-settled status.
Hours of work:	Full time, 36.25 hours, usually Monday to Friday 9:00 until 5:15 with a 1 hour unpaid break. Part time, average 29 hours per week, equivalent to 4 days. Hours will normally be worked 9.00am to 5.15pm during weekdays. Flexibility to work occasional evenings and at weekends for special events is expected.
Salary:	£28,218 per annum (pro rated for part time hours)
Annual Leave:	38 days per year pro rata, this includes 8 public holidays. Some holiday must be taken during winter closure. All other holidays will be agreed with the Manager.
Probation:	Six months
Notice:	One week during probation or one month thereafter
Pension:	The College offers membership of the Oxford Staff Pension Scheme (OSP)
Meals:	Free lunch is provided on working days, when the post holder works either side of lunch.
Employee Assistance Programme:	A confidential employee benefit designed to help you and your immediate family deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing. A 24/7 helpline is available to assist you which can provide counselling support as well as a smartphone app and wellbeing portal to access further information.
Bicycle Scheme:	Assistance to purchase a bicycle through a loan scheme.
Bus pass scheme:	A bus pass can be purchased at a discounted rate
Childcare:	St Anne's offers quality childcare provision services to College staff and students via our on-site Nursery. Subject to availability.
Family Friendly Policies:	Salary sacrifice scheme for Childcare. Enhanced family friendly policies.
Flu jabs:	Free annual flu jabs are offered to all staff.
Volunteering Policy:	St Anne's offer up to two paid days per year to do charitable volunteering activities.

Working from Home Policy:	We offer flexible working arrangements subject to job role.
Parking:	You may be eligible to apply for a parking permit for which an annual fee applies.
Other:	Employment is subject to the policies and procedures outlined in the Staff Handbook.

### **Application process**

If you would like to apply for this position please send us all three of these documents:

- A completed application form (download from our website).
- Your CV
- A covering letter stating why you are interested in, and suitable for, this role.

Applications should be sent to [recruitment@st-annes.ox.ac.uk](mailto:recruitment@st-annes.ox.ac.uk)

The closing date is **Monday 27<sup>th</sup> October at 12 noon.**

If you would like to discuss the role please email the Librarian, [clare.white@st-annes.ox.ac.uk](mailto:clare.white@st-annes.ox.ac.uk)

We anticipate holding interviews on 5<sup>th</sup> November.

St Anne's College is an equal opportunities employer.

The policy and practice of St Anne's College require that all staff are afforded equal opportunities within employment. Entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Applicants are encouraged to complete the equal opportunities monitoring form.

To view our Privacy statement please see here <https://www.st-annes.ox.ac.uk/privacy-policy/>