



CHRIST CHURCH
UNIVERSITY OF OXFORD

LIBRARY ASSISTANT (Graduate Trainee)

Further Particulars

Job title	Library Assistant (Graduate Trainee)
Location	Christ Church
Department	Christ Church Library
Salary	University Grade 2 NSP 11 £25,381
Hours	37.5 hours per week
Contract type	12-month fixed term contract starting late August 2025
Responsible to	Deputy Librarian
Application deadline	Noon on Monday 31 March 2025
Vacancy Reference	HT25_014
Additional information	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the HR Director. This post is subject to a six-month probationary period

Christ Church

Known as 'The House', Christ Church was first founded in 1525 and has made an indelible mark on the UK. Notably, it played an important role in the creation of the Church of England, housed King Charles I during the English Civil War, and has educated 13 Prime Ministers. The College's impact can be charted through the centuries. Today, Christ Church continues its tradition as a unique joint foundation: one of Oxford's largest colleges, with accommodation for over 600 undergraduates and graduates covering all the major academic disciplines in the Sciences, Humanities and Social Sciences and the Cathedral for the Diocese of Oxford. It is also a popular tourist destination, encompassing not only quadrangles, gardens and grounds, but also a Picture Gallery and Tudor dining hall.

Christ Church provides all our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work. Join us and you will find a friendly, vibrant, democratic, and international community. More general information about the College may be obtained at www.chch.ox.ac.uk.

Christ Church Library

Christ Church Library is a busy and important resource and research centre. The Library is open to all members of Christ Church. It consists of the student library (West and East Library), the Burn Law Library and the historic Upper Library, which houses one of the largest and richest collections of early printed books and manuscripts in Oxford outside the Bodleian Library.

The working Library in the lower part of the 'New Library' building in Peckwater Quadrangle serves the needs of members of the College, particularly students of undergraduate taught courses. The Library aims to stock the books required for undergraduate courses, as well as a wide range of works for taught postgraduate courses and research students. Members of the public may visit the Upper Library during public opening times and researchers may consult the special collections by prior appointment.



Role of the Library Assistant

The role of the Library Assistant (Graduate Trainee) encompasses many facets of library work: front-line reader services; collection management and Special Collections.

This fixed-term post is an excellent opportunity to join a friendly college and gain experience working in a large Oxford college library. The role is intended to provide a time-limited period of training and development and for this reason carries with it no expectation of permanent employment at Christ Church. Applications are welcomed from graduates in any subject and from any institution. However, applicants who already hold a professional qualification in librarianship or information management will not be considered.

Main Duties and Responsibilities

Reader Services

- To work regular shifts on the front-desk, working with both the University's online library catalogue (SOLO) and the automated library management system (Alma).
- To use the Library's circulation system (Alma) to manage loans, returns, and overdues.
- To respond to reader queries in person, by phone and via email.
- To assist Library users with the self-issue machine and library printers.
- To help users find books, both on the shelves and via the library catalogue.
- To fetch requested books and keep them on hold.

Collection Management

- To process, label and tag new books, and re-cover existing copies as required.
- To help with stock-checks, weeding, and moves.
- To assist with reclassification of collections to the Library of Congress Classification.

Library Upkeep

- To shelve returned books and keep the library trolleys tidy (in both the working Library and the Burn Law Library).
- To create and maintain library signage.
- To keep the reading rooms tidy (by moving belongings to pigeonholes, emptying lost property etc.).
- To ensure library rules are observed (e.g. no food allowed).
- To contribute to the maintenance of a safe environment within the Library, by following Health and Safety procedures and guidelines, and by noting and reporting any potential concerns observed within normal working areas.

Special Collections

- To supervise visiting readers
- To assist the Special Collections team in the care of the College's rare books and manuscript collections. This work includes undertaking enquiries, supervised listing of collections, exhibition work and learning about the conservation of Special Collections.



Professional Development

- To make an active contribution to the team, including operational planning and the identification and sharing of best practice to develop processes and services.
- To improve role appropriate collections knowledge through regular continuing professional development activities.

The above is not an exhaustive list of duties. The Library Assistant will be expected to carry out other duties, commensurate with the grade and responsibilities of the role, in related areas which the College Librarian may reasonably expect and all employees are expected to work collaboratively to support the overall work of Christ Church. The post-holder will be required to onsite; this is not a role that can be worked remotely.

Selection Criteria

Applications will be judged only against the criteria which are set out below, and applicants should ensure that their applications show clearly how their skills and experience meet these criteria. Where possible, candidates should give specific examples to demonstrate their experience. These do not need to be limited to work experience, but can also come from academic study, voluntary roles, or other skills they have gained.

Essential Knowledge, Skills & Experience

- Must demonstrate an interest in pursuing a career in Librarianship or in a related field
- Education to degree level or equivalent
- Excellent communication skills, both written and verbal, with the ability to make swift decisions.
- Good interpersonal skills and confidence with people at all levels
- Ability to work independently without supervision, as part of a team, and collaboratively with others.
- Punctuality and reliability
- Attention to detail
- Ability to absorb a wide range of new ideas and skills in a short time, and the ability to digest information and present it in a concise, clear form.
- Excellent IT skills, and particularly experience of using Microsoft Office.
- Willingness to undertake training where required.

Desirable Knowledge, Skills & Experience

- Experience of frontline customer service
- Reading knowledge of a modern European language or Latin.

Special Conditions

- The work can be physically demanding and requires lifting and moving of books and journals and the use of ladders and trolleys.



Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

Terms and Conditions

- Salary: University Scale Grade 2 NSP 11 £25,381.
- Working hours: 37.5 hours per week, Monday to Friday. The post-holder will need to have a flexible approach to working hours, as additional hours may be required at certain points of the year, and the post-holder will be expected to work such hours as are reasonably required to carry out their duties. Time off in lieu, when approved in advance, will be given.
- Probation period: there will be an initial probationary period of six months.
- Holiday: Annual leave entitlement of five weeks per calendar year, calculated pro-rata for part-time hours.
- Other benefits: On days when the post-holder is working in Christ Church for at least six hours, they will be entitled to lunch free of charge when it is available.
- Eligible staff may join or remain a member of the University of Oxford Staff Pension Scheme (OSPS). Details are available on the website at: <http://www.admin.ox.ac.uk/finance/pensions/uss>.

How to Apply

Please apply using the online application form available https://app.casc.cam.ac.uk/fas_live/chchlgt/ no later than the deadline of noon on **Monday 31 March 2025**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to the College Librarian stating your interest in the role, and explaining how you meet the criteria set out above using examples of your skills and experience; and
- A CV, including the names and contact details of two referees. References will only be taken up for the successful candidate.

Interviews are likely to be held week commencing **14 April 2025**.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

If you have any questions regarding the application process, please contact academic.recruitment@chch.ox.ac.uk. Candidates are also welcome to contact Gabriel Sewell, College Librarian (gabriel.sewell@chch.ox.ac.uk), for an informal discussion about this post. All enquiries will be treated with confidence and will not form part of the selection decision.



CHRIST CHURCH
UNIVERSITY OF OXFORD

Important information for candidates

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.