ROBINSON COLLEGE
STANDARD OF PERFORMANCE JOB DESCRIPTION

JOB TITLE Library Assistant
RESPONSIBLE TO College Librarian
RESPONSIBLE FOR n/a

MAIN PURPOSE:

- To assist and support the College Librarian in their duties within the busy College Library.
- To assist the College Librarian in providing efficient library and information services to all members of the College.
- To undertake any duties appropriate to the role as advised by the College Librarian.
- To learn new processes as and when required to support the College Library.
- To demonstrate high accuracy levels and strong attention to detail in all aspects of the role.
- To use initiative in tasks and prioritise work efficiently in order to support the smooth running of the College Library operations.
- Be willing to support and assist all College Library users as needed.

KEY AREAS AND STANDARDS OF PERFORMANCE:

1. TASK LIST AND RESPONSIBILITIES:

The tasks, functions and any key responsibilities of the job, to be carried out on a daily, weekly, monthly basis.

1.1 Emptying the returns box at the start of each morning and returning the books using the Library Management System (Alma).
1.2 Re-shelving and keeping desks tidy, including the separate Law Library.
1.3 Assisting with reader enquiries including the use of the photocopier, scanner and binding machine.
1.4 Collection care including processing new books and journals, spine labelling, minor book repairs, tidying and moving book stock.
1.5 Dealing with lost property.
1.6 Maintaining supplies of stationery including restocking the photocopier with paper and toner.
1.7 Data input tasks and other duties as requested by the Librarian and as appropriate to the role.
1.8 Follow and maintain all of the College Library systems and processes as instructed by the Librarian to the standard expected.

2. PUNCTUALITY, ATTENDANCE & APPEARANCE:

2.1 To be ready to commence duties at the appointed time.
2.2 To remain on duty, productively working, until the appointed finishing time.
2.3 To attend work as scheduled.
2.4 To notify your supervisor/manager of any absences (e.g. holidays, sickness) that may occur in accordance with the procedure laid down in the Staff Handbook.
2.5 To dress in the required uniform/protective clothing or in accordance with the set Appearance and Dress Code, if applicable.

3. **ATTITUDE TO WORK & CARRYING OUT INSTRUCTIONS:**

Willingness and enthusiasm with which work is carried out.

3.1 To be reliable in the carrying out of instructions and tasks and to operate on a “right first time every time” basis.
3.2 To be trusted to perform at least at the required standard and to be relied upon to complete tasks accurately/correctly.
3.3 To listen carefully to instructions and to carry them out as directed.
3.4 To check if you have not clearly understood what is required of you.

4. **PRODUCT/TECHNICAL KNOWLEDGE:**

The knowledge and experience required to carry out this job to the expected standard.

4.1 To undertake training as required in order to develop and improve your knowledge and expertise.
4.2 To be able to help and direct others accurately/correctly.
4.3 To develop general knowledge of the College location and layout, other departments’ services and products and this department’s services and products.

5. **ATTITUDE & BEHAVIOUR:**

Positive interaction with other members of the team, supervisors and managers. General demeanour whilst at work.

5.1 To empathise with the individuals within the team to form positive relationships.
5.2 Positively participate to help create a good team atmosphere.
5.3 To be constructive in communication with others, be cooperative and helpful and be supportive as needed.
5.4 Honest and trustworthy. Pleasant in nature.
5.5 Keep your line manager advised of matters which may affect the smooth running of the department.
5.6 Demonstrate an understanding of other departments’ requirements and be supportive and helpful to them.
6. **HEALTH & SAFETY & OTHER LEGAL ASPECTS:**

The carrying out of duties so that self and others are not put at risk from general hazards.

6.1 Operate in a manner so as to ensure that you do not put yourself or others at risk.

6.2 Report any hazards that you observe.

6.3 Adhere to the Health & safety policy and procedures at all times.

**PERSON SPECIFICATION:**

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td>EDUCATION &amp; TRAINING</td>
<td>Competent computer user with IT skills (familiar with Microsoft Word and Excel).</td>
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<td>WORK EXPERIENCE</td>
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<td>Previous experience working in a library.</td>
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<td>Experience of working in an Oxbridge College.</td>
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<td>INTELLIGENCE</td>
<td>Quick and efficient learner of new processes and routines.</td>
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<td>APTITUDE ATTITUDE</td>
<td>Accuracy and reliability, high attention to detail in tasks.</td>
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<td>Able to use own initiative and prioritise tasks effectively.</td>
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<td>Flexibility and openness to change.</td>
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<td>PERSONALITY</td>
<td>Excellent interpersonal skills consisting of a friendly and helpful approach and manner.</td>
<td>Pragmatic “hands-on” approach.</td>
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<td>INTER-PERSONAL SKILLS</td>
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<td>Customer service skills.</td>
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<td>Good oral and written communication skills.</td>
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<td>Good time management skills.</td>
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<td>CIRCUMSTANCES</td>
<td>Comfortable and able to physically handle books and book trolleys, bending down and reaching up and down when shelving.</td>
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FURTHER DETAILS:

- Term time only role.
- This role consists of 33.6 paid working weeks per year;
  - This is made up of 3 x 8 week University terms, with an additional week at the end of each term (27 weeks worked), plus 6.6 week’s paid holiday entitlement (pro-rated based on start date).
  - Holiday is to be taken during College vacation periods and as agreed by the Librarian.

March 2021.