

**JOB DESCRIPTION**

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| **Job title** | Senior Library Assistant(Technical Services)- Maternity Cover |
| **Department** | Library |
| **Location** | Oriel College, Oriel Square, Oxford OX1 4EW |
| **Salary** | £29,432 |
| **Hours of work** | Full time- 36.5 |
| **Contract type** | Fixed-term until May 2026 |
| **Reporting to** | College Librarian |
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**Overview of the role**

The post holder will help in the efficient management of the Library. Working in a small team, they will be expected to participate in a wide range of activities and services to ensure continuation of service. Taking responsibility for cataloguing and technical services, the post holder will liaise with students, academic staff, Oriel domestic staff, and library staff throughout Oxford.

**Responsibilities**

To support the day to day running of the Library. Completing vital administration and processing tasks to ensure the efficient management of the Library’s collections, ensuring material is available for readers. This role is responsible for cataloguing material onto the shared Library system.

**Selection criteria**

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1. Cataloguing & Classification
   1. Cataloguing new and back log material to Bodleian Library standards using RDA on the ALMA platform
   2. Downloading and evaluating external records as required
   3. Liaising with the Bodleian’s OLIS support team for updates in procedures and standards
   4. Classifying material to the Oriel in-house scheme
   5. Maintenance and review of the Oriel classification scheme
2. Acquisitions
   1. Accessioning new material / donations
   2. Checking deliveries against invoices, adding and approving invoices on the Library Management System and in-house Finance system
   3. Use of ALMA Acquisitions module
   4. Processing new material – tagging / barcoding / labelling
   5. Checking reading lists and identifying material for purchase
   6. Purchasing urgent material in the absence of the Librarian
3. Serials
   1. Checking in new journals
   2. Co-ordinating claims for missing issues
   3. Receiving standing orders; claiming missing volumes
4. Stock management
   1. Stock moves
   2. Identifying items for withdrawal and arranging dispersal
   3. Stock checks, missing books
   4. Regular manual handling - including re-shelving and packing/unpacking boxes
5. Library Team
   1. Keeping self and Library Team informed about wider library developments in Technical Services and looking at ways they might be applied to Oriel
   2. Participating in regular team meetings, taking minutes
6. Other duties / shared team responsibilities
   1. Ensuring library rules are adhered to
   2. Responding to reader enquiries, in person, email, telephone etc
   3. Maintenance of staff handbook and Sharepoint site
   4. Participating in inductions and library tours
   5. Supervision of outside readers
   6. Ensuring post is collected and taken to the Lodge
   7. Following consistent house style for signs / library promotional work
   8. Desk duties / roving
   9. Shelving returned books, tidying (across all 3 floors of the library. NB no lift)
   10. Other duties as required

Please note that due to nature of the Oriel Library team while this role has a strong Technical Services focus, the post holder will also be expected to learn, participate and provide input into the Reader Services aspects of Oriel Library. They will also be expected to support other Library staff in aspects of their own role to ensure continuation of service.

**Person Specification:**

**Essential:**

* Excellent IT skills
* Demonstrable communication skills with a wide range of stakeholders
* Previous technical services experience ideally in a Library
* Ability to work independently and as part of a team
* Cataloguing trained to international standards (AACR2, RDA)
* Manual handling, ability to carry books safely up and down stairs

**Desirable:**

* Professional Library qualification, completed or in progress
* Use of Library Management Systems, ideally Ex Libris, ALMA
* Experience of reader services work, ideally in a Library
* Ability to prioritise own workload
* Previous experience of cataloguing in Oxford

**About Oriel**

Oriel College is the 5th oldest Oxford College of the 39 self-governing and independent colleges within the University of Oxford and the oldest Royal Foundation; in 2026 we will be celebrating our 700th birthday. Described by our students as ‘the perfect size’, with around 600 students we’re slightly smaller than the average Oxford college, and our community is tight knit and friendly. Oriel brings together a world-class academic community of leading academics and researchers with high achieving and motivated students, underpinned by around 120 people working in the professional support teams.

Located right in the middle of Oxford in beautiful buildings, the College has a rich history and has been home to Saint John Henry Newman, Saint Thomas More, Sir Walter Raleigh and two Noble Laureates, amongst many other influential thinkers.

For more information about Oriel College, please visit <https://www.oriel.ox.ac.uk/>

**Pre-Employment Screening**

All appointments are subject to proof of the candidate’s legal right to work in the UK and receipt of satisfactory references.

You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

**Data Protection**

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation.

*The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.*

**Employee Benefits\***

* 38 days holiday (including bank holidays)
* Pension scheme
* Employee Assistance Programme
* Free lunch on each day worked (when the kitchen is open)
* Travel loan scheme (bus and bike)
* Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users)
* Flu jab (reimbursement)
* Staff social events
* Free entrance to The University of Oxford Botanic Gardens
* Free entrance to Harcourt Arboretum
* Free membership (via application) to Wytham Woods
* Free access to visit the 45 Colleges that make up Oxford University plus University Libraries
* Free membership of the University Club (social, sporting and hospitality club)
* Free entrance to University museums

**Retail**

* 10% discount at Ashmolean Museum Café and shop
* 10% discount at Bodleian Library shop
* 10% discount at OUP bookshop
* 15% off at Blackwell’s bookshop in Oxford
* Discounts online and in local shops via following the link<https://hr.admin.ox.ac.uk/discount-codes>
* Discounts on over 100 national brands by applying for a FREE TOTUM Discount card
* Discount on retail, food and fitness via applying for a UNiDAYS account
* Discount on retail, food and fitness via applying for a Student Beans account
* Discount at Howdens Oxford quoting Oxford University

**Fitness**

* Discounted membership to University sports facilities, Iffley Road
* Discounted membership to the University Club, Mansfield Road (social, sporting and hospitality club)
* Up to 30% discount at various gyms via student membership app UNiDAYS

**Healthcare**

Discounted private healthcare via Eduhealth<https://www.eduhealth.co.uk/oxford-university>

**IT Software**

* Free Office 365 software download on up to 5 devices
* Free antivirus software

**Training and Development**

* Free access to hundreds of online training courses

\*Please note that with the exception of holidays and pension provision, the benefits listed are non-contractual and may be subject to change or withdrawn.