

JOB DESCRIPTION

Job title:	Library Assistant
Department:	Library
Location:	Oriel College, Oriel Square, Oxford OX1 4EW
Salary:	£13.11per hour/£8,521 per annum
Hours of work:	12.5 hours per week (0.34 FTE)

Note - This job is not suitable for remote working. Working hours to be agreed with the Librarian, but the majority hours are to be worked during core Library hours, 9-5 on weekdays, ideally across 3 days each week

Contract type:	Permanent
Reporting to:	College Librarian

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. The post holder will liaise with students, academic staff, Oriel domestic staff and library staff throughout Oxford.

Responsibilities

- Shelving
- Processing of new and donated material – tagging, barcoding, labelling
- Checking reading lists against stock
- Assisting with stock management such as withdrawals, stock moves, missing book checks
- Reader Services enquiries
- Ensuring Library rules are adhered to
- Collecting post and opening parcels
- Participating in student and visitor inductions, including offering tours of the Library
- Attending regular Library team meetings
- Other duties as required

Selection criteria

- Excellent IT skills
- Previous Library experience, or customer facing role
- Ability to work independently and as part of a team
- Good attention to detail and time management skills

- experience of using a Library management system (e.g. Alma) would be desirable

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, train, 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.