



WYCLIFFE HALL

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## Part-Time Library Assistant

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### Job Description

#### **The Context and Opportunities of This Role**

Wycliffe Hall is a Permanent Private Hall of the University of Oxford, and an Anglican theological college in the evangelical tradition. It is committed to excellence in teaching and research, thereby making a significant contribution to the intellectual life of the University and the wider society. Our mission is to be a centre for the renewal of Christian prayer, character, preaching and thinking. We have about 140 students, of whom around 40% are Church of England ordinands. Students study for undergraduate and graduate qualifications, from certificate to doctoral level, and come from a wide range of backgrounds. We are committed to expanding that range.

Wycliffe is offering a one year fixed-term library assistant position (21 hours per week, 0.6 FTE), with the possibility of extension to a permanent contract, working under supervision of the College Librarian.

#### **Duties and Responsibilities**

##### **Job Contribution:**

The post holder will welcome readers, administer the library's admissions procedures, respond to enquiries and provide direction to appropriate services. They will undertake a range of duties on front-line desk duties to ensure the continuation of high-quality library service, always delivering excellent customer service in support of Wycliffe Hall's vision, mission and values. The post holder will be expected to complete tasks under general direction and to prioritise their own workload on a day to day basis with minimal supervision from the librarian. The post holder may also act as a point of reference for library volunteers.

##### **Responsibilities:**

1. Reader Services
  - Register readers correctly according to their status and welcome visitors.
  - Introduce the library provision and explain reading room procedures and regulations to readers.
  - Respond to reader queries in person, by phone and online and refer them to appropriate departments or libraries in Oxford.
  - Work at the front-line desk, performing a full range of reader services transactions such as issuing, returning and renewing materials.



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- Ensure the library is kept in good order and maintain security during library office hours.
  - Assist readers in using the online library catalogues of Wycliffe Hall and the Bodleian library, including the self-circulation terminal and search terminal.
2. Technical Services
- Create, check and edit library catalogue records using Heritage. Training will be given.
  - Check the availability of reading list items and report to the librarian for acquisition, considering supplier availability and pricing on supplier's web sites.
  - Update and edit the reading list links in the library online guide and Canva (Virtual Learning Environment) accordingly.
  - Contact tutors and lecturers to obtain the reading lists and notify any changes to the librarian.
3. Collection Management
- Prepare library items for shelving, ensuring they are shelf-marked, stamped, labelled correctly and carry out minor repairs as needed.
  - Assist with projects such as stock taking and system migration.
  - Safely transport material to and from reading rooms to shelve in good order.
  - Tidy and organise shelf sequences by sorting and replacing books/journals according to the appropriate classification scheme.
4. Library Team
- Induct library volunteers and act as a point of reference for them.
  - Communicate effectively with colleagues, sharing reader feedback and reporting issues promptly.
  - Participate in team meetings and contribute to the wider objectives and goals of the team and Wycliffe Hall
5. Other duties
- Comply with health and safety regulations
  - Comply with CLA and copyright regulations
  - Comply with GDPR
  - Participate in a regular Annual and mid-year Review
  - Undertake any necessary training identified.
  - Any other duties that may be required by the librarian



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### Key Selection Criteria:

#### Essential

- Right-to-work in the UK
- High level of literacy and numeracy.
- Excellent customer service and communication skills
- Ability work independently and as part of a team
- Good IT skills such as Microsoft Office.
- Ability to lift, move and carry books and other materials.
- Ability to undertake a range of routine tasks with good attention to detail.
- Ability to priorities and work under pressure with time management skills
- Reliability and punctuality.

#### Desirable

- Sympathetic to the vision, mission and values of the Hall.
- Previous library experience in an academic or theological environment.
- Keen interest in pursuing a career in library services
- Experience using a library management system.
- Knowledge of e-journals, library database and online resources.

**Responsible to:** College Librarian

**Remuneration:** This post is offered subject to the satisfactory completion of a six-month probationary period and the capability and disciplinary provisions set out in the employee handbook.

**Salary:** The salary is provided on Wycliffe Hall's scale between £24,000 - £26,000 pro rata, depending on experience.

**Pension:** Wycliffe Hall will contribute an amount equal to 10% of salary to a Group Personal Pension Scheme.

**Contract:** Fixed-term contract for the first year, with the possibility of extension to a permanent contract.

**Working hours:** Part-time, 21 hours per week (0.6 FTE).

**Place of Work:** Wycliffe Hall, 54 Banbury Road, Oxford OX2 6PW.

**Notice Period:** The standard notice period is one month.

**Holidays:** Initially 25 days per year pro rata, in accordance with the College Holiday Policy, in addition to public holidays, which, if these fall during the college term, shall be taken at an agreed time during vacations.



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**Meals in College:** The appointee will be entitled to free college meals during working hours except when the kitchen is closed.

**DBS Disclosure:** An enhanced DBS Disclosure will be required

### **Application Process:**

To apply for this post, please send the following:

1. A full CV
2. A covering letter outlining your reasons for applying and demonstrating how you meet the key selection criteria.
3. The names and contact details of two referees

Applications are to arrive by 12 noon Friday 21 February 2025. Interviews are to take place at Wycliffe Hall on Wednesday 5 March 2025.

Please send applications to [vacancies@wycliffe.ox.ac.uk](mailto:vacancies@wycliffe.ox.ac.uk).

The job description is correct as at December 2024. It will, however, be discussed between the appointee and the line manager, and may be amended, following consultation, to reflect developments in or changes to the job.