

Job Description

Job Title: Graduate Trainee Library Assistant

Department: Institute of Classical Studies

Section: SAS

Level: 02 (CTS)

Job Purpose:	<p>The post is a one-year fixed term training post designed for graduates carrying out a year of work experience and training prior to attending library school.</p> <p>The Trainee has an opportunity to take a turn at or view most aspects of library work during the year. As one of a full-time staff of seven, the Trainee assists at the Library desk with the answering of general, membership and bibliographic enquiries, the running of book loan services and, behind the scenes, with the processing and repair of books and periodicals. In addition, he or she will receive a training programme for the year that covers other aspects of library work such as cataloguing, book selection, periodicals management, use of electronic resources etc.; and visits to other libraries, both internally and externally, will be arranged at regular intervals.</p>
<ol style="list-style-type: none"> 1. Administration of book and periodical loan service, including renewals, and recalls of overdue and requested items; and postal loan service to members and book reviewers. 2. Shelving of returned books (in conjunction with Library Assistants). 3. Acting as receptionist in Library Office, including the admission of visitors / temporary readers and the interception of non-members as necessary. 4. Providing prospective members with information and application forms; issuing new members with the appropriate library admission cards, and updating them when due. 5. Answering enquiries of all varieties in person, on the telephone, by letter or e-mail. 6. Supplying scans of extracts from books or articles from periodicals upon request. 7. Processing of newly acquired books, and repairing of damaged books when possible in-house (in conjunction with Library Assistants). 8. Maintaining a file of missing books and searching for them regularly; notifying the Librarian of books needing to be replaced. 9. Recording bibliographical details of book reviews as indicated by the Deputy Librarian, if found not to be in stock after being checked against the library's holdings. 10. Checking items listed in publishers' catalogues and other bibliographic material against our holdings, as requested by the Librarian. 11. Assisting the Library Assistants with other activities such as preparation of binding consignments, if and when deemed necessary. 12. Maintenance of Library's social media outlets. 13. Maintenance and updating of Library's file of newspaper cuttings, manual & electronic. 	

<p>14. To actively follow and promote the University of London policies, including the University's Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible.</p> <p>15. To maintain an awareness and observation of fire and health and safety regulations</p> <p>16. Any other duties consistent with both the grade and scope of the post</p> <p>17. Any other duties reasonably required of the postholder by the reporting manager.</p>	
<p>Reports to:</p> <p>Responsible for:</p>	<p>Librarian</p> <p>N/A</p>
<p>Additional demands of the role:</p>	<p>The post is fixed-term for the period 6 September 2021 – 4 September 2022.</p> <p>Normal working hours are 9.30 a.m. to 5.30 p.m. or 10.00 a.m. to 6.00 p.m. Monday to Friday (according to staff rota), with one Saturday in five (10.00 a.m. to 5.00 p.m.), compensated by one extra weekday's leave in lieu. Late evening work until 8.00 p.m. during term-time, approximately once every two weeks, is also required, with 2 hours off in lieu on the same day.</p> <p>The post will commence on 9 August 2021 with a two-week induction period to overlap with the end of the current Trainee's year. This will be followed by two weeks' unpaid leave during the Library's 2021 annual closure period, after which the post will resume on 6 September 2021 until 31 August 2022.</p>

Person Specification

EXPERIENCE & PERSONAL QUALITIES

Essential:

- A demonstrable interest in the subject areas served by the ICS library.
- Good interpersonal skills, and the ability to work both independently and as part of a small team.
- Willingness to work in what may well be a rapidly changing environment.
- Commitment to a career in librarianship.

Desirable:

- Experience of customer service or an administrative role in any context.
- Some experience of working in a library.

TECHNICAL KNOWLEDGE & SKILLS

Essential:

- Experience of using MS Office.

Desirable:

- Experience of using social media.
- Experience of editing webpages.
- Knowledge of a major western European language other than English to at least A-Level standard or equivalent (French, German, Spanish or Italian preferred).

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:

- A degree in Classics or a related field

Competency Requirements	Essential	Desirable
Academic Community focus	A	
Adapting to change	A	
Creativity and innovation	A	
Interpersonal understanding	A	
Organisational commitment	A	
Proactivity and planning	A	
Problem solving and decision making	A	
Resilience	A	
Working collaboratively with others	A	
<p>Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.</p> <p>For further information on each of the competencies and relevant levels, please refer to the University's Competency Model: https://london.ac.uk/sites/default/files/governance/UoL-Consolidated-Competency-Model-%28Updated-Oct-2018%29.pdf</p>		