EMMANUEL COLLEGE

Further particulars relating to the post of Part-Time Library Assistant

The College

Emmanuel College is one of the larger Colleges of the University of Cambridge, embracing a community of around 500 undergraduate students; 200 graduate students; 90 Fellows and 170 college staff led by the Master, Dame Fiona Reynolds assisted by the Bursar and Senior Tutor. The College is run by a Governing Body, which is made up of the senior academic members of the College, known as the Fellowship. The Governing Body is assisted by a Committee structure.

The main college site occupies extensive grounds, sited in the center of Cambridge and provides an environment for learning and living that is both beautiful and peaceful. The relationship between College and University is academic rather than administrative. In all matters relating to staff management, the College is completely autonomous. Members of staff are employed by the College, which handles all contractual and personnel matters.

The Library is housed in its own building and comprises an undergraduate Library of ca. 65,000 books, and collections of manuscripts and early printed books which constitute the Library’s Special Collections. The undergraduate library is open 24 hours a day to members of the College with self-service facilities and provision for book return when the Library is unstaffed.

The Post

The College is seeking to appoint a part-time Library Assistant from 3 September 2018 to join a small friendly team. The post-holder will carry out a range of routine duties to support the daily running of the library. The work will entail use of the Library’s computerised system for issuing, returning and renewing books, entering new readers onto the database and re-stocking books across the library. Previous experience of working in a library or similar work is essential. A high standard of customer service is required to assist and support library users, plus the ability to work both effectively in a team and unsupervised. It is also necessary for the successful applicant to ensure that the Library’s rules are observed by readers. Informal enquiries about the post are welcome, please contact the Librarian (01223 334233).

The hours of work are 17.5 hours per week, each weekday afternoon (from 1.30 p.m. to 5.00 p.m.), Monday – Friday inclusive.

The person specification and duties of the Part-Time Library Assistant are set out in more detail in the attached Job Description.
The Rewards

The College Terms and Conditions of Employment provide for:

- 25 days annual leave for full-time positions, (pro-rata for part-time posts) in addition to statutory and bank holidays,
- membership of a contributory pension scheme (employees’ contributions at the rate of 8% of gross pay), a salary sacrifice scheme is available for some schemes.
- College sick pay scheme that provides payment whilst staff are incapacitated due to ill health.
- Salary £9,034 to £9,783 per annum paid monthly, depending on experience.

Other benefits include:

- Child Care Voucher via salary sacrifice arrangement in appropriate situations,
- Meal is available at lunch time at College expense,
- Travel to work loan scheme,
- Car parking in central Cambridge,
- Access to the College Gym and swimming pool,
- Permanent Health and life Insurance cover is taken for staff,
- Part-time position for a total of 17.5 hours per week, working from 1.30pm to 5pm from Monday to Friday, although the demands of this post may involve working outside of and in addition to these hours.
- Various discount schemes are available from local traders

Application

Applications should be via completion of the enclosed application form together with a hand written covering letter. The closing date for receipt of completed applications is midday on Monday 9 July 2018. Interviews for this post will be held during week commencing 23 July 2018, non-availability during that week should be indicated in applications.

Applications should be addressed for the attention of the Bursar’s Assistant, Emmanuel College, St Andrew’s Street, Cambridge, CB2 3AP and marked “Strictly Personal and Confidential”.