



JOB DESCRIPTION

POST: Library Assistant

DATE: August 2017

SERVICE: Library

POST NO: LIB-B22

STARTING DATE: As soon as possible

SALARY RANGE: Grade 3 - £17,326 - £18,777 per annum

HOURS: 37 per week

INDEFINITE/FIXED TERM: Indefinite

REPORTING TO: Librarian

THE POST

The Library Assistant will join a team providing an excellent library service to our customers. In addition to counter duties and shelving, the successful candidate will be trained in a range of back-room functions.

Previous customer service experience is essential. Experience of working in an educational environment would be a bonus. The ideal candidate will be educated to degree level. You will be able to work with academic staff and students, show excellent communication skills and be able to work as part of a team, as well as on your own initiative.

The Library holds the Customer Service Excellence award.

MAIN DUTIES AND RESPONSIBILITIES

Accountable to the Librarian, the post holder will be responsible for the following:

- Counter service
- Processing new books and other materials
- Shelving
- Other duties as required by the Librarian

The person appointed will be required to undertake such other duties as may from time to time be allocated by the Librarian.

General Information

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be fully consulted on any proposed amendments.

CONDITIONS OF EMPLOYMENT

The appointment will be at Grade 3, with a salary range of £17,326 to £18,263 per annum and annual incremental progression within this range. An upper salary of £18,777 per annum will be available (again with incremental progression) to those who, having gained considerable experience relevant to the role, are able to demonstrate added value through activities or contribution which are over and above the normal expectations for the role. Starting salary will be dependent on qualifications and experience. Salary is paid monthly in arrears by direct credit transfer on the last working day of each month.

Your normal centre of duty will be the King Alfred Campus. However, you may be required to work in any part or department of the University or as otherwise required by the due performance of your duties and responsibilities.

Normal hours of work will be 37 per week to be worked within the Library working hours of 8.00am to 8.00pm. The Library is open in the evenings and at weekends during the University term. It is a requirement of this post that one evening per week be worked until 8pm, with a morning off in lieu. The Library remains open on the Bank Holidays in May, during term time, and staff may be requested to work on these days, with appropriate payment or time off in lieu. There may also be an occasional requirement to work at the weekend.

The appointment will, in an appropriate case, be subject to a probationary period of 6 months.

The annual leave year runs from 1 August to 31 July. Holiday entitlement is 21 days per annum, plus Bank holidays and two extra statutory days. Holiday entitlement is increased by five days in the leave year following completion of five years' service.

Other terms and conditions of employment appropriate to this post and grade apply in addition to those referred to in this statement. The list of benefits includes Sick Pay Scheme, Maternity and Paternity leave and pay (subject to eligibility). Details are contained in the Statement of Principal Terms and Conditions of Employment issued on appointment, the Staff Handbook and other documents referred to therein.

APPLICATION INFORMATION

Applications should be made on line at www.winchester.ac.uk. Please note that posts close at midnight on the date stated. Late applications will not be accepted.

We delight in diversity in our workforce and seek those that share this value

PERSON SPECIFICATION

Each attribute is marked as essential for the post, or desirable. The last three columns on the Person Specification (labelled A, I,) indicate how each attribute is assessed.

A = application form, I = interview.

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I
EDUCATION/TRAINING				
Educated to 'A' Level standard or equivalent	X		X	
Undergraduate degree		X	X	
EXPERIENCE				
Dealing with the public/providing customer service	X		X	X
Experience of Library work		X	X	X
Experience of working in an educational environment		X	X	X
Experience of cash handling		X	X	X
KNOWLEDGE				
Computer literate	X			X
Knowledge of Microsoft Office	X		X	X
Basic library systems (e.g. Dewey)		X		X

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I
SKILLS/ABILITIES				
Effective communicator	X		X	X
Ability to form good working relations	X		X	X
Ability to work as part of a team as well as on your own initiative	X		X	X
Organised approach to work	X			X
PERSONALITY				
Trustworthy in handling money	X			X
Approachable manner	X			X
Flexible in relation to work tasks	X		X	X
Reliable	X			X
HEALTH				
The postholder will be require to move and shelve books	X			X
OTHER				
Interest in Librarianship as a career		X		X

FURTHER INFORMATION

Health & Safety

Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the University on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Copies of the University Safety Policy can be found on the University Intranet.

Sustainable Development

All employees are expected to act in accordance with the Sustainable Development Policy and Environment Strategy. In the course of your duties, you should seek to minimise any detrimental impact on the environment and take specific action as appropriate within the remit of your post.

Facilities

Staff catering facilities are available.

West Downs Day Nursery - is situated within the grounds of The University of Winchester. The nursery offers care for children from the age of six weeks to five years in a stimulating and homely environment. The nursery provides 62 places each day from 7.30am to 6.15pm on a full time or sessional basis. The opening times are designed to accommodate the working parent who may wish to continue their career. Further details are available from the Human Resources Department.

Sports facilities are available, e.g. gym, squash, badminton, cricket, indoor soccer, tennis, etc and staff organise their own sporting activities.

Winchester Values

We value freedom, justice, truth, human rights and collective effort for the public good. The plans and actions of the University of Winchester are founded in these ideals together with the following values:

Intellectual Freedom

Intellectual freedom and its appropriate expression are at the heart of our business.

Social Justice

We seek to embody social justice and develop our students as effective and fulfilled global citizens. They will be prepared to challenge the status quo and will have the strength to stand up for what they believe to be true.

Diversity

We delight in diversity.

Spirituality

The university celebrates its Christian foundation, and welcomes those of all faiths and none. Together we seek to explore the mystery of life, and to grow in wisdom and love.

Individuals Matter

The wellbeing of each member of staff and every student is important, as are their opinions and views.

Creativity

Permeability, agility and imagination are central to our thinking: we endeavour to act as a crucible for the generation and transfer of knowledge.

Mission Statement;

‘To educate, to advance knowledge and to serve the public good’

The University vision:

The University of Winchester is a university on a human scale, with a principal emphasis on the personal creativity and development of its students and its staff.

Through its teaching, research and professional practice, the University will be an outward facing and permeable organisation, welcoming outside influences and fully engaging with society locally and regionally, nationally and internationally. It will provide a high quality university education, responsive to the intellectual, personal and professional needs of its members and the wider community.

The University seeks to serve the spiritual and ethical needs of its students, building moral and global awareness. Our Church foundation is reflected also in strong support offered to students from backgrounds not traditionally associated with higher education. The University will ensure that its courses are accessible to all those who have the potential to benefit from them, regardless of their social, economic, ethnic or religious background.

As a twenty-first century institution which provides a progressive and challenging higher education experience and which forms a crucible for the generation and transfer of knowledge, we have high expectations of both staff and students. The professionalism of staff is reflected in integrity, objectivity and competence. Students’ time at the University will provide them with a justified confidence in their abilities and the strength to stand up for what they believe to be true.