



EXETER COLLEGE, OXFORD

Library Assistant

Salary: £14.06 per hour

Further Particulars

Introduction

Exeter College was founded in 1314 and is one of the oldest colleges in Oxford. It is located on the corner of Broad Street and Turl Street in the heart of the city. In March 2017 the College opened its "third quadrangle" in Walton Street, a few minutes' walk away from the historic Turl Street site, which provides substantial lecture, seminar, and meeting room and social space, along with academic offices and student accommodation. The working environment is very congenial and Exeter has a reputation for being small, friendly, and maintaining consistently high academic standards.

The College is governed by a Rector and c. 60 Fellows, and has around 360 undergraduate students, 26 visiting undergraduate students, and 260 students engaged in postgraduate studies.

About the Library

Exeter College Library comprises a busy, student lending library of c.40,000 volumes at its central Oxford site, and a purpose-built library in Jericho housing the college's extensive special collections and archive. The College Library is at the heart of the academic life of the college.

Purpose and Objectives of the Post

The postholder will report to the Deputy Librarian, and will assist them with the daily operations of the College Library.

The postholder will primarily be based at the College Library at our Turl Street site in Central Oxford. Candidates should note that the work involves frequently using ladders, and lifting and carrying boxes.

Principal Responsibilities

- Shelving books from the returns trolley and any books left elsewhere in the Library that are not in use. Ensure that all books are shelved by the end of the shift.
- Re-labelling any books where the shelf mark (spine label) is worn or unclear.
- Maintaining tidiness and organisation in the library, including checking sections of the library to make sure that the books are in order on the shelves, ensuring that the shelves are labelled correctly and the bay end lists are correct, and notifying college librarians of any congested areas of stock.
- Supervising the library, including monitoring students to ensure compliance with library rules and appropriate behaviour.
- Dealing with enquiries, as appropriate, when the Deputy Librarian is absent, including helping with photocopying, printing and scanning; using SOLO, the Oxford University Library catalogue; and locating books on the shelves. Referring more complex enquiries to the Deputy Librarian or College Librarian, as appropriate.
- Keeping the library tidy.

- Contributing to library displays.
- Helping the Deputy Librarian with any book moving projects.
- To be committed to demonstrating respect, courtesy and consideration within interactions with members of the College community.
- To participate in the College's sustainability initiatives, and to bring to the attention of your manager any opportunities to reduce or eliminate any harmful environmental effects of the College's operations.

The above is not an exhaustive description, and other requirements may emerge as necessitated by changing roles within Exeter College, and its overall objectives.

The postholder will also be expected to carry out such other duties as the College Librarian or the Deputy Librarian may from time-to-time request, commensurate with the level and responsibilities of the post. The duties listed above may be varied from time to time without changing the essential character of the post.

Further Details

Department:	College Library
Responsible to:	Deputy Librarian
Probation:	The initial appointment is subject to a probationary period of months
Notice period:	One month
Salary:	£14.06 per hour
Pension:	The postholder will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) unless they elect not to join.
Hours of work:	10 hours per week These will normally be worked from 17:00-19:00, Monday to Friday, and will normally be during Term time only (weeks 1-8). Accordingly, the total number of working hours will be 240 hours per annum.
Place of work:	The main working location will be the College's Turl Street site in central Oxford.
Annual Leave:	41 hours per annum. Annual leave should not normally be taken between Weeks 1-8 of term-time without the prior agreement of your line manager. Accordingly, you shall take (and will be deemed to have taken, subject to relevant statutory provisions) your holiday entitlement (at your normal basic rate of pay) during those periods that fall outside Weeks 1-8 of the three academic terms of the University of Oxford.

Equality, Diversity & Inclusion Statement

Exeter College is committed to equality and diversity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or member of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the College, and progression within employment, will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

Our commitment to equality and diversity goes hand-in-hand with our commitment to academic freedom and free speech.

The College's policies on equality and diversity are available from our website: <http://www.exeter.ox.ac.uk/equality-and-diversity/>

The prospective employee must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences.

How to Apply

The closing date for applications is **9am on Wednesday 16 September 2026**. We anticipate that interviews will take place in Exeter College, Oxford, as soon as possible thereafter.

Applications must include:

- A covering letter providing any additional information that the candidate may wish the panel to consider about their motivations, skills and experience. Candidates are encouraged to refer to the Person Specification when outlining relevant skills and experience.
- A curriculum vitae.

Applicants are also asked to complete and return a Recruitment Monitoring form (available from the College website), provided that they are happy to do so.

Candidates are encouraged to submit all application materials by email to vacancies@exeter.ox.ac.uk. If possible, applications should be submitted as one or more PDF file(s).

Informal enquiries about this post are welcome and may be directed in the first instance to the Deputy Librarian (abi.chaney@exeter.ox.ac.uk). Any such enquiries will be treated in confidence and will not form part of the selection process.

The policy and practice of the College require that entry into employment within the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure.

Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post. Information regarding the way we process your 'personal data', as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found in the Privacy Policy published on our website at <https://www.exeter.ox.ac.uk/governance/>.

PERSON SPECIFICATION

Category	Essential	Desirable
Qualifications		1. Educated to degree standard, or equivalent competence gained through qualifications or relevant professional experience
Experience		1. Experience of working in an academic library
Skills and knowledge	1. Good communication skills (written and spoken) in the English language 2. Good interpersonal skills, including the ability to work with a wide range of people, and as part of a wider team 3. Excellent attention to detail and high levels of accuracy 4. Ability and willingness to work independently (without supervision), as well as part of a team 5. Strong IT skills including MS Outlook, Word and Excel	1. Familiarity with online library catalogues
Personal qualities	1. Ability and willingness to move heavy items (e.g. boxes of books), and to regularly climb ladders and stairs	