



CHRIST CHURCH

UNIVERSITY OF OXFORD

LIBRARY SUMMER HELPER (Fixed-term)

Further Particulars

Job Title	Library Summer Helper (one position available)
Location	Christ Church
Department	Christ Church Library
Salary	£13.16 per hour
Hours	9.00am – 5.00pm, Monday - Friday
Contract Type	Fixed-term (Monday 7 th July to Friday 1 st August)
Responsible to	Deputy Librarian
Application Deadline	Noon on Monday 16th June

Christ Church

Christ Church, one of the largest colleges of Oxford University, is strongly committed to teaching and research. The College has around 420 undergraduates and 230 graduates, and around 200 senior members. Our academics teach their students in tutorials, a system which enables undergraduates to work with experienced tutors in small groups. The subjects offered at Christ Church cover the whole spectrum, including Arts, Social Sciences, Medical Sciences and Physical Sciences. Christ Church tutors strongly believe in the joint pursuit of teaching and research. More general information about the College may be obtained at www.chch.ox.ac.uk.

Christ Church Library

Christ Church Library is a busy and important resource and research centre. The Library is open to all members of Christ Church. It consists of the student library (West and East Library), the Burn Law Library and the historic Upper Library, which houses one of the largest and richest collections of early printed books and manuscripts in Oxford outside the Bodleian Library. The working Library in the lower part of the 'New Library' building in Peckwater Quadrangle serves the needs of members of the College, particularly students of undergraduate taught courses. The Library aims to stock the books required for undergraduate courses, as well as a wide range of works for taught postgraduate courses and research students. Members of the public may visit the Upper Library during public opening times and researchers may consult the special collections by prior appointment.

Role of the Summer Helper

Christ Church Library is seeking to appoint a Summer Helper on a fixed-term contract to help with our summer reclassification project.

Main Duties and Responsibilities

The main duties of the post-holder are as follows:

- To process the remainder of our Roman numeral collection into Library of Congress (this will involve removing old labels, printing new ones, and covering books)
- To move relevant subject areas of the library in order to accommodate the reclassified volumes in the correct order



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- To check for Missing books and update signage following the stock move
- To assist with weeding underused books and preparing them for their move to basement storage

The above is not an exhaustive list of duties. The post-holder will be expected to carry out other tasks, commensurate with the salary and responsibilities of the role, in related areas which the College Librarian may reasonably expect. All employees are expected to work collaboratively to support the overall work of Christ Church.

Selection criteria

- Ability to communicate clearly and effectively and work well as part of a team
- Ability to carry out repetitive tasks whilst maintaining concentration and accuracy
- Excellent attention to detail
- Reliability and punctuality
- Ability to work with a hands-on approach that also includes manual handling and physical lifting

How to Apply

Please apply using the online application form available at https://fas.chch.ox.ac.uk/fas_live/chchla/ no later than the deadline of **noon on Monday 16th June 2025**.

Applications received after this time will not be considered.

Application documents should include:

- A brief expression of interest addressed to the Deputy Librarian, outlining why you are suitable for the role; and
- A CV, including the names and contact details of two referees. References will only be taken up for the successful candidate

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

The appointment will be subject to provision of proof of the right to work in the UK.

Interviews

Interviews are expected to be held during w/c 23rd June 2025.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview. If you have any questions regarding the application process, please contact recruitment@chch.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision. Important information for candidates.



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Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, gender, or sexual orientation.