



**CHRIST CHURCH**  
UNIVERSITY OF OXFORD

**SENIOR LIBRARY ASSISTANT**

**Further Particulars**

<b>Job title</b>	Senior Library Assistant
<b>Location</b>	Christ Church
<b>Department</b>	Christ Church Library
<b>Salary</b>	University Scale Grade 4, currently £28,437 – £32,108 with a discretionary range up to £35,681 per annum
<b>Hours</b>	37.5 hours per week
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Reader Services Librarian
<b>Application deadline</b>	Noon 20 July 2026
<b>Vacancy Reference</b>	TT26_30
<b>Additional information</b>	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the HR Director.  This post is subject to a four-month probationary period.

**Christ Church**

Known as 'The House', Christ Church was first founded in 1525 and has made an indelible mark on the UK. Notably, it played an important role in the creation of the Church of England, housed King Charles I during the English Civil War, and has educated 13 Prime Ministers. The College's impact can be charted through the centuries. Today, Christ Church continues its tradition as a unique joint foundation: one of Oxford's largest colleges, with accommodation for over 600 undergraduates and graduates covering all the major academic disciplines in the Sciences, Humanities and Social Sciences and also the Cathedral for the Diocese of Oxford. It is also a popular tourist destination, encompassing not only quadrangles, gardens and grounds, but also a Picture Gallery and Tudor dining hall.

Christ Church provides all our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work. Join us and you will find a friendly, vibrant, democratic, and international community. More general information about the College may be obtained at [www.chch.ox.ac.uk](http://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 Working 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 Senior Library Assistant**

The Senior Library Assistant will contribute to the development and management of the collections of the Working Library and Law Library at Christ Church. The post holder will also support reader services, circulation activities and, when required, special collections activities.

This permanent post is an excellent opportunity to join a friendly college and gain experience working in a large Oxford college library.

### **Main Duties and Responsibilities**

Under the line management of the Reader Services Librarian, the post-holder will carry out the following duties:

#### Collection Management

- To catalogue, classify and process new acquisitions for the Working Library and Law Library as required.
- To assist with any reclassification of collections as required, including the Working Library and Law Library.
- Checking course reading lists and missing books against the catalogue and advising the Reader Services Librarian accordingly.
- To receive and act upon emails from the Bibliographic Maintenance and Authority Control Team in order to improve the quality of catalogue records for the items held in the collections.
- To assist with stock-checks, weeding, and book moves as required.
- Identifying, selecting and sending material binding in conjunction with the Reader Services Librarian.
- To help deliver training to the Graduate Trainee and Library Clerks on how to process new acquisitions and various collections management data tasks.
- Any other collection management duties, including supporting special collections, that may be required from time to time commensurate with the grade of the job.

#### Reader Services

- To work regular shifts on the front-desk, and respond to reader queries in person, by phone and via email.
- To support library users in searching the University's online library catalogue (SOLO) to find print and electronic books in the library collections.
- To use the Library's circulation system (Alma) to manage loans, returns, holds, and overdue items.
- To assist readers in using the IT equipment, such as the self-issue machine, printer and accessing the WiFi.



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- Responsible for opening the Main Library for readers at 8am at least once-a-week during term time and over the Easter Vacation. This will involve carrying out the opening procedure checks, including turning on IT equipment, checking for new/expired hold requests and if any overdue notices were received in the inbox.
- To participate in delivering induction tours of the Library for new students, visiting students and summer schools.
- To deputise, when necessary, for the Reader Services Librarian in planning desk rotas and checking the evening/weekend staff's task list is up-to-date.
- Any other reader services duties, including supporting special collection readers, that may be required from time to time commensurate with the grade of the job.

#### Library Upkeep

- To ensure that library rules are observed (e.g. no food allowed).
- To contribute to the maintenance of a safe environment within the Library, by following Health and Safety procedures and guidelines, and by noting and reporting any potential concerns observed within normal working areas.

#### Professional Development

- To participate in staff training and development activities as required.
- To make an active contribution to the team, including operational planning and the identification and sharing of best practice to develop processes and services.

The above is not an exhaustive list of duties. The Senior Library Assistant will be expected to carry out other duties, commensurate with the grade and responsibilities of the role, in related areas which the College Librarian and Reader Services Librarian may reasonably expect and all employees are expected to work collaboratively to support the overall work of Christ Church.

The post-holder will be required to work onsite; this is not a role that can be worked remotely.

#### **Selection Criteria**

Applications will be judged only against the criteria which are set out below, and applicants should ensure that their applications show clearly how their skills and experience meet these criteria. Where possible, candidates should give specific examples to demonstrate their experience. These do not need to be limited to work experience, but can also come from academic study, voluntary roles, or other skills they have gained.

#### **Essential Knowledge, Skills & Experience**

- Education to degree level or equivalent.
- Experience of cataloguing to professional standards and knowledge of MARC21, RDA, AACR2 and Library of Congress Subject Headings.
- Experience of using a Library Management System, such as Alma, to carry out circulation and cataloguing activities.
- Experience of frontline customer service with commitment to excellent customer service.



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- Excellent communication skills, both written and verbal, with the ability to make swift decisions.
- Ability to work independently without supervision, as part of a team, and collaboratively with others.
- Strong attention to detail and accuracy.
- Demonstrates an understanding of the importance of punctuality and reliability.
- Ability to absorb a wide range of new ideas and skills in a short time, and the ability to digest information and present it in a concise, clear form.
- Willingness to undertake training where required.

**Desirable Knowledge, Skills & Experience**

- Possession of a postgraduate qualification in Information Management or Librarianship (or equivalent training and experience).
- An awareness of current trends within academic libraries.

**Special Conditions**

- The work can be physically demanding and requires lifting and moving of books and journals and the use of ladders and trolleys. There is no step-free access to the Upper Library.

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

**Terms and Conditions**

- University Scale Grade 4, currently £28,437 – £32,108 with a discretionary range up to £35,681 per annum. Salaries for new employees will usually start at the bottom of the range. Working hours: 37.5 hours per week, Monday to Friday with occasional weekend working.
- This post-holder will be expected to open the Library once a week at 8am during term-time and working hours will be adjusted accordingly on these days.
- The post-holder will need to have a flexible approach to working hours, as additional hours may be required at certain points of the year, and the post-holder will be expected to work such hours as are reasonably required to carry out their duties. Time off in lieu, when approved in advance, will be given.
- Probation period: there will be an initial probationary period of four months.
- Holiday: Annual leave entitlement of five weeks per calendar year, calculated pro-rata for part-time hours.
- Other benefits: On days when the post-holder is working in Christ Church for at least six hours, they will be entitled to lunch free of charge when it is available.
- Eligible staff may join or remain a member of the University of Oxford Staff Pension Scheme (OSPS). Details are available on the website at: <https://www.ox.ac.uk/about/jobs/working-here/pay-and-reward/pensioners/osps>



## How to Apply

Please apply using the online application form available [https://fas.chch.ox.ac.uk/fas\\_live/chchsla/](https://fas.chch.ox.ac.uk/fas_live/chchsla/) no later than the deadline of 12 noon 20 July 2026. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to the College Librarian stating your interest in the role, and explaining how you meet the criteria set out above using examples of your skills and experience; and
- A CV, including the names and contact details of two referees. References will only be taken up for the successful candidate.

Interviews will be held week commencing 24 August 2026.

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 [academic.recruitment@chch.ox.ac.uk](mailto:academic.recruitment@chch.ox.ac.uk). Candidates are also welcome to contact Gabriel Sewell, College Librarian ([gabriel.sewell@chch.ox.ac.uk](mailto:gabriel.sewell@chch.ox.ac.uk)), for an informal discussion about this post. All enquiries will be treated with confidence and will not form part of the selection decision.

## Important information for candidates

### 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, sex, or sexual orientation.