



**CHRIST CHURCH**  
UNIVERSITY OF OXFORD

**LIBRARY CLERK**

**(Fixed-Term contract for nine months)**

**Further Particulars**

<b>Job Title</b>	Library Clerk – a number of posts available
<b>Location</b>	Christ Church
<b>Department</b>	Christ Church Library
<b>Salary</b>	£14.06 per hour
<b>Hours</b>	Various shift patterns on offer
<b>Contract Type</b>	Fixed-Term Contract: 5 <sup>th</sup> October 2026 – 6 <sup>th</sup> December 2026 (9 weeks) and 11 <sup>th</sup> January 2027 – 27 <sup>th</sup> June 2027 (24 weeks)
<b>Responsible to</b>	Reader Services Librarian
<b>Application Deadline</b>	Noon 10 August 2026

**Christ Church**

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 470) and graduate students (over 250), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 200). It aims at academic excellence and individual fulfilment in a friendly, tolerant and mutually supportive environment. The College is currently presided over by the Head of House, The Very Reverend Professor Sarah Foot, while the College’s academic functions are overseen by the Senior Censor. More general information about the College may be obtained at [www.chch.ox.ac.uk](http://www.chch.ox.ac.uk). 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.

**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 Library Clerk**

Christ Church Library is seeking to appoint a number of Library Clerks. The Library Clerk is usually the first point of contact for Library users when Library staff are not onsite and must display excellent customer service while performing all work duties.



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The shifts on offer will be according to the Library rota system and include evenings, weekends and bank holidays, when Library staff are not onsite. Attached is a grid for different shift patterns available. Would you please indicate your preferred option and an alternative option.

**Main Duties and Responsibilities**

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

- Open and close the Library and provide security presence in the Library
- Assist with general enquiries from Library users, including how to use SOLO, the online library catalogue at Oxford
- Work on Library tasks at the front desk but circulate the Library floor regularly to actively assist Library users and carry out regular headcounts
- Understand, follow and enforce Library policies and procedures
- Checking and closing the Burn Law Library in Tom Quad, carrying out any shelving or gathering up any lost property as required
- Ensure the self-service book issue machine and printer are used correctly
- Process books, including covering, labelling and stamping
- Shelving all books on the returns trolley by the end of shift
- Monitoring the Library enquiries inbox for overdue notices and responding to external reader requests
- Providing clear handover notes to other Clerks and Library staff if there are any issues during the evening or weekend shift that could not be resolved

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 Reader Services 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
- Punctuality and reliability
- Ability to carry out repetitive tasks whilst maintaining concentration and high levels of accuracy
- Willingness to work effectively and constructively as part of a team, as well as remaining motivated when working alone in the Library
- Ability to work with a hands-on approach that also includes manual handling and some physical lifting

**Desirable knowledge, skills & experience**

- Experience of frontline customer service with commitment to excellent customer service
- Excellent IT skills, including general office software and web-based services

**How to Apply**

Please apply using the online application form available at: [https://fas.chch.ox.ac.uk/fas\\_live/chchlibclerk/](https://fas.chch.ox.ac.uk/fas_live/chchlibclerk/) no later than the deadline of **noon 10 August 2026**. Applications received after this time will not be considered.



Application documents should include:

- A letter of application addressed to the Reader Services Librarian outlining why you are suitable for the role
- A CV, including the names and contact details of two referees. References will only be taken up for the successful candidates
- Your first and second shift preferences. The shift pattern options are included on the advert on our website and can be found here: <https://www.chch.ox.ac.uk/vacancies/library-clerks>

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 and confirmation of an enhanced DBS check satisfactory to Christ Church.

### **Interviews**

Interviews are expected to be held during **w/c 14 September 2026**.

### **If you need help**

If you have any questions regarding the application process, please contact [academic.recruitment@chch.ox.ac.uk](mailto:academic.recruitment@chch.ox.ac.uk). All enquiries will be treated in strict confidence and will not form part of the selection decision.

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.

### **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