



# St Hilda's College

UNIVERSITY OF OXFORD

|                                     |                                                                                                                                                                                |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                    | <b>Library Assistant</b>                                                                                                                                                       |
| <b>Line Manager</b>                 | College Librarian                                                                                                                                                              |
| <b>Grade and Salary</b>             | University Grade 4<br><br>£28,437 - £32,108 per annum on the current pay scale.<br>Placement within the scale will depend on experience and qualifications.                    |
| <b>Main purpose of role</b>         | To support the Librarian and Deputy Librarian in the day-to-day running of the library, contributing towards the efficient delivery of high-quality services to library users. |
| <b>Contract &amp; Hours of Work</b> | Permanent<br><br>Full time - 35 hours per week<br><br>This role will be based on site, in the College.                                                                         |

## Main Responsibilities

- To support with routine in-person and email enquiries, and to provide library inductions to new library users.
- To support the running of the automated circulation system: administering book reservations, occasionally issuing and returning library material, monitoring the security and self-service systems.
- To maintain library order, security and discipline: shelving books and periodicals, tidying shelves, boxing and labelling of material, providing shelf labels and library signposting, and preventing unauthorised or improper use of the library.
- To assist with acquisitions: placing book orders, accessioning periodicals, processing and labelling books, proposing welfare and popular fiction titles for the library collection.
- To assist with book donations: checking donated titles against existing College collections and wider Oxford collections in accordance with the Collection Development Policy.
- To help update and maintain sources of library information in print and online.
- To carry out printing and photocopying and assist with routine care of photocopier/printers in Library IT Room (ordering and replenishing supplies).
- To develop professional skills and awareness of the higher education environment.
- To carry out any other duties appropriate to the post, as directed by the Librarian.

## Person Specification

### *Essential Criteria:*

- Strong written and verbal communication skills
- Strong IT skills (including a basic knowledge of Microsoft Office)
- Experience of working in a customer-facing role
- Attention to detail and ability to undertake routine tasks
- Ability to plan, prioritise and organise work
- Ability to work flexibly as a member of a team
- Basic understanding of libraries in an academic environment
- Eligibility to work in the UK
- A degree in any subject, or equivalent experience

*Desirable Criteria:*

- Experience of working in an academic library environment
- Keen interest in pursuing a career in library services.

**Conditions of Employment and College Benefits**

- Salary: Equivalent to University Grade 4 range, currently £28,437 - £32,108 per annum
- Contract: Permanent, full-time post (35 hours per week), based on site in the College.
- Annual leave: 33 days per year, including public holidays. Please note that the College reserves the right to require staff to work any or all of bank holidays that fall in Full Term.
- Membership of generous contributory pension scheme (OSPS)
- Lunch is provided free of charge when on duty, provided that the College kitchen is open.
- Additional College benefits include: An Employee Assistance Programme; a private medical and dental Scheme (the College participates in a private medical and dental insurance scheme which enables staff to take advantage of group subscription rates); discounted travel on buses and trains through an interest-free season ticket loan; a Cycle to Work scheme and eye tests and discounted lenses or frames.
- Probationary period: 1 month.
- Notice period: 1 month.

**The Kathleen Major Library**

The Kathleen Major Library at St Hilda's College is a spacious, well-stocked and attractive space. It has seven reading rooms over three floors, with seating for over 150 readers. The galleried main reading room, dating from 1935, looks out over the River Cherwell and the spires of central Oxford. The library has step-free access to all levels.

The library seeks to cater, primarily, for the needs of the College's students, however all Members of the College are entitled to use it. It houses around 70,000 books across all the subjects studied at undergraduate level, with multiple copies of the most frequently used items. The collection has particular strengths in medieval history and literature and in women's studies; there is also a large popular fiction section, welfare and recreational material. The College's main holdings are searchable via SOLO, Oxford's shared discovery system.

The library team consists of the Librarian, the Deputy Librarian, the Library Assistant and the Archivist (who also works part-time in another College). The library has a termly consultative committee with undergraduate and graduate representatives and one of the Fellows with oversight for the library.

**How to apply**

If you have any questions or would like to have an informal chat about this role, please contact Rosie Tombs, Librarian: [rosie.tombs@st-hildas.ox.ac.uk](mailto:rosie.tombs@st-hildas.ox.ac.uk).

To apply for this role please send a completed application form to the HR Manager at [recruitment@st-hildas.ox.ac.uk](mailto:recruitment@st-hildas.ox.ac.uk)

The closing date for applications: 12pm on Wednesday 16<sup>th</sup> September 2026.

Interviews will likely take place on Wednesday 23<sup>rd</sup> September 2026.

Updated August 2026