# LIBRARY AND ARCHIVE ASSISTANT

**The Library**

The prestigious Chatfeild-Roberts Library is the College’s central learning resource centre and is part of a wider network of departmental resources. The work of the Library is to provide appropriate books, equipment (including ICT) and study areas to enable pupils and staff to read and to research for both academic and leisure purposes. The proper functioning of the Library is crucial to effective teaching and learning at the College.

**Archives**

The Archive Department collects and preserves records relating to College and The Prep and makes them available for research. As well as official records of Cheltenham College, the Cheltonian Society and the Cheltonian Association, the Archives include personal papers of former pupils, staff and Council members. All aspects of College life are represented and the records take many forms: letters, magazines, minutes, photographs, prints and drawings, programmes, registration forms, etc. There are also various artefacts and an increasing number of electronic records.

**The Appointment**

During term time, the post holder will work in the Archives Department during the earlier part of the afternoon and in the Chatfeild-Roberts Library from approximately 4.30pm onwards. During College holiday periods, the post holder's duties would be primarily in the Archives Department. Flexibility in timing during College holiday periods would be an advantage, with the post holder working office hours during these periods.

The post holder is responsible to the College Librarian for the Library-related part of the role and to the Records and Heritage Manager for Archives aspects of the role.

In the Library, the post holder will assist in the efficient organisation, management and administration of the Library. The ability to communicate confidently with young people face-to-face is key to this role, as the Library Assistant supervises the evening study period. Excellent ICT skills are also essential.

In Archives, the post holder is responsible to the Records and Heritage Manager and duties will include sorting and accessioning records, answering enquiries from the public, researching, preparing and overseeing internal exhibitions.

This position is an excellent opportunity for a candidate wishing to gain experience before seeking professional archive or library qualifications.

**Person Specification**

* Self-motivated and responsible
* IT Literate
* Excellent interpersonal and communication skills
* Able to carry out instructions efficiently
* Confident and enthusiastic with a positive attitude and a sense of humour
* Enjoys working with young people
* Flexible
* Good research skills

**Job Description**

**Library roles:**

To be performed in consultation with the College Librarian:

* Supervise the main Library counter, including keeping a working environment conducive to study
* Maintain registers of pupils in study periods
* Process new stock ready for lending
* Catalogue and classify new stock using the Library Management system, Oliver
* Regularly produce displays and other promotional materials
* Assist students and staff in use of the Library
* Assist students and staff with subject searches and sourcing information
* Assist in the teaching of information skills
* Support the Librarian in his duties
* Deputise for the Librarian in his absence

**Archive roles:**

Duties as agreed with the Records and Heritage Manager:

* Sort and accession records, both digital and hard copy
* List series of records
* General research
* Answer enquiries from staff and members of the public
* Assist visiting researchers
* Prepare and oversee exhibitions

**Terms and Conditions**

* Salary circa £16 - 18k per annum, dependent upon skills and experience.
* This is a 52 week, year-round role based on 37.5 hours per week during term time with flexible hours offered during College holiday periods to be agreed with the Line Manager.
* Holidays will be 20 days per annum plus the normal bank holidays (pro rata as necessary). When College is in session and you are required to attend, time off in lieu will be given,
* Lunch and evening meal available during term time.
* Members of staff can use the College sports facilities (at staff allocated times).
* Pension Scheme
* Subsidised health scheme membership
* Discounts at local retailers/businesses

**June 2017**