



MAGDALENE COLLEGE
CAMBRIDGE



Libraries Assistant

Candidate Information Pack

March 2026

About Us

Magdalene College is one of the 31 Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are proud of our history, we are a thoroughly modern and forward-looking College.

There are roughly 600 undergraduate and postgraduate students in residence. 100 Fellows and the Master who together make up our College community. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. There is a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to our students. Further information is available on the College website at www.magd.cam.ac.uk.

Magdalene College Values

Magdalene's greatest asset is its people: a resident community of nearly 800 students, Fellows, and staff.

The College's core values are **'freedom of thought and expression'** and **'freedom from discrimination'** and it encourages its Fellows, staff, students and visitors to engage in robust, challenging, evidence-based and civil debates as a core part of academic enquiry and wider College activity, even if they find the viewpoints expressed to be disagreeable, unwelcome or distasteful.

Magdalene College expects that you will:

- Treat all members of the College (including all staff, partners, students, fellows and visitors) with respect, courtesy and consideration at all times.
- Behave professionally and expect professional behaviour from others in the community (including all staff, partners, students, fellows and visitors).
- Take care of their own health and safety, not compromise the health and safety of others, and comply with College and departmental safety requirements.

College Facilities for Staff

Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court. These can be booked through the Porters Lodge. Basketball, tennis and volleyball courts along with football Astro pitches can be booked through St John's College.

Magdalene is registered with Cycle Scheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters Lodge.

The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

Meals

All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £7.20 per day which equates to over £1600 per year for those working in College 5 days a week.

Family Friendly Policies

The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the flexible working policy. More details on all of these are in the Staff Handbook.

Staff are eligible to use the Tax-Free Childcare Scheme recently introduced by the government to replace Childcare Vouchers

Benefits

The college offers a range of benefits, including:

- Group Life Assurance.
- Help@hand Portal where you can access remote GP appointments, medical second opinions, savings and discounts, financial support and much more.
- Wellbeing classes such as pilates and yoga.
- Flu jabs.
- College pension contributions of up to 12%.
- Eye tests with Specsavers.

Department Information

The Pepys Library is the collection of 3000 books left to the College by Samuel Pepys when he died in 1703. It is normally housed on the middle floor of the Pepys Building, along with office space for staff and an interpretation area for visitors. It is used extensively by scholars and other readers as well as being open to the general public. Currently, the Pepys Building is undergoing major restoration, and it is planned to reopen the building in early 2027. There are currently temporary arrangements to house scholars and readers in the Old Library. After we return to the Pepys Building, the Pepys Library will be open again to the public from 2pm to 4pm Monday to Saturday during University Terms and for the period from the end of the Easter Term until the second week of September. Tours, normally given by the Pepys (Fellow) Librarian, will be arranged between 11am and 1pm on weekdays or in the evening and must be pre-booked. School groups are also pre-booked.

The Old Library is the historic library of the College, located in first court at the heart of the College; and, along with the Archive, contains books, papers, photographs and other items of special relevance to the College and its history. Containing important collections such as the papers of the Ferrar family (seventeenth century) and of the literary critic I A Richards (twentieth century) as well as an impressive collection of books and maps ranging from medieval manuscripts to fine printing of the present day, the Old Library attracts readers throughout the year. The Old Library is open to the public on advertised occasions and for one or more special exhibitions each term.

The College Library is our working library, used by students and Fellows. The Library supplies resources in the form of books, DVDs, and electronic resources, and provides tranquil, well-equipped working spaces, to assist members of the College in their studies. The Library is housed in the Stirling -award winning new Library in Garden Court.

Working Conditions

Which statement best describes the environment in which the role will primarily be based?

E.g. Office based. Some travel to similar sites may be required. Normal health and safety requirements will be followed.

Physical Requirements

Which statement best describes the physical demands of the role?

E.g. Requires normal physical effort associated with an office environment (or equivalent)

Sensory Requirements

Which statement best describes the sensory demands of the role?

E.g. Uses normal office equipment and/or standard tools



Role Summary

The College is looking to appoint a Libraries Assistant to assist in the day to day running of the Magdalene Libraries. This includes invigilating the general public and readers in the historic libraries, assisting with special events, and in the maintenance of the libraries as safe, pleasant and friendly environments.

Job Description

Important Note: In the first year of the post, there will be a special emphasis on assisting the Pepys Fellow Librarian and the Special Collections Librarian with preparations for the reopening of the Pepys Library and the safe return of the collection, which will include supervising volunteers and invigilating conservators, removal staff and others; preparing labels for book crates and noting accurately the location of items from the collection during the process; and subsequently reshelving books carefully and correctly.

Main Duties and Responsibilities

The main duties of the post include the following (this list is not exclusive):

Pepys Library and Special Collections

- Assisting the Special Collections Librarian to open the historic libraries to the public, to readers and scholars, and to members of the College.
- Assistance with exhibitions and conservation projects as required.
- Answering questions from the general public concerning the Historic Libraries and assisting with tours, invigilation and sale of books, postcards etc.
- Assisting the Special Collections Librarian with updating records and maintaining shelf lists. Depending on the experience of the successful candidate, there might be some limited opportunities to develop cataloguing experience (using Alma).
- Assisting in the management of orders for images and permissions. Help with locating digital images in the college digital library, scanning low res images as needed, and, if necessary, arranging the college photographer to visit to fill orders received. Liaising with the College Office (financial office) to request them to create invoices for image and permission requests and to monitor the payment of the invoice. Sending images to customers from the college (currently via Dropbox)
- Invigilation of readers in the Old Library (and from 2027 in the Pepys Library). Assisting readers by providing suitable equipment from our store such as weights, book pillows and magnifying glasses; and advising new readers about how to handle rare books correctly.
- Assisting with routine tasks such as checking and emptying the dehumidifiers, re-shelving books and tidying desks, and if requested liaising with other departments over maintenance issues.
- Helping the Pepys Fellow Librarian with the annual stock check in the Pepys Library, including assisting with assessing and recording the condition of individual books.

General

- Supporting the Pepys Fellow Librarian in administrative tasks such as writing thank you letters to donors, replying to emails from alumni and co-ordinating with the development office to make bookings for events for the Friends of the Pepys Library. Helping in the production of the biennial newsletter.
- Working with the College Archivist on joint projects between the Archives and Historic Libraries.
- Helping the Librarians to maintain discipline and health and safety standards in the libraries.
- Any other duties as may be required by the Pepys Fellow Librarian and the Special Collections Librarian.

Person Specification

The following criteria are appropriate to this post:

Essential Knowledge and Experience

- 3 A-levels at grade C or above
- Experience of work in an academic environment
- Experience of using an academic library
- Knowledge of Microsoft Office

Desirable Knowledge and Experience

- Degree
- Library experience or an interest in pursuing a career in library work
- Experience of working with the General Public
- Experience of handling digital images. Familiarity with image sharing sites such as Dropbox or WeTransfer.

Personal Skills and Abilities

- Ability to work as part of a team and independently
- Helpful manner
- High standards of reliability and integrity
- Good organisational abilities
- Accuracy and attention to detail
- Ability to work with readers, and with Fellows and staff
- Excellent listening skills as well as verbal and written communication skills
- Ability to work to deadlines, and to attend to responsibilities punctually
- Willingness to attend courses and training as required by the developing needs of the library
- Confidence in working with a variety of people including members of the general public
- Interest in historic libraries and/or rare books

Remuneration and Benefits

Remuneration

The post is offered at a salary of £ £25, 040.per annum.

Hours of Work

The hours of work are 36.25 hours per week.

The hours (with a 45-minute break for lunch) are as follows:

Monday: 9am to 5pm

Tuesday: 9am to 5pm

Wednesday: 9am to 5pm

Thursday: 9am to 5pm

Friday 9am to 5pm

IMPORTANT NOTE

From February 2027 the hours will be

Monday: None

Tuesday: 9am to 5pm

Wednesday: 9am to 5pm

Thursday: 9am to 5pm

Friday 9am to 5pm

Saturday 9am to 5pm

Holidays

The College offers full time members of staff 33 days leave a year, including bank holidays. This is pro-rata for those who are not full time.

Pension

The post holder will join the College's auto enrolment pension scheme with generous additional contribution options on completion of probationary period.

Probationary and Notice Period

There will be a six-month probationary period. Upon successful completion of the probationary period, the notice period will be one month.

How to Apply

Please download and complete both parts of the application form from the College website at [Non-Academic Vacancies | Magdalene College](#)

Send your completed application by email to the HR Manager, Hannah Millward, at hr@magd.cam.ac.uk.

The College postal address is:

HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

Enquiries

Further enquiries about your application may be made by email to hr@magd.cam.ac.uk.

Closing Date

The closing date for this role is 9:00am Monday 6th April 2026



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