Library Assistant and Invigilator (Part-Time)
(Pepys Library and Special Collections)

Candidate Information Pack

August 2022
About us

Magdalene College is one of the ancient Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However, there is also a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to junior members. There are around 600 undergraduate and postgraduate students, and just over 100 Fellows and the Master who together make up our warm and thriving College community.

Further information is available from the College’s website http://www.magd.cam.ac.uk/

Department information

Magdalene College has three Libraries and the College Archives. We have recently completed a project to build a new student library and archives centre with greatly enhanced provision. The award-winning New Building comprises a superb working library, an Archive Centre with work room and environmentally-controlled storage (including rolling stacks) and an art gallery. There are additional plans to renovate the historic library buildings in first and second court, which will enhance our facilities for visitors, readers and conservation.

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. Under normal circumstances, the 450 students and 70 teaching staff of the College have access 24 hours a day, 7 days a week to the Library; and the Library seeks to purchase core books in all subjects. There is seating currently available for about 150 readers as well as office space for staff.

The Pepys Library is the collection of 3000 books left to the College by Samuel Pepys when he died in 1703. It is housed on the middle floor of the Pepys Building, along with office space for staff. It is used extensively by scholars and other readers as well as being open to the general public. From 1st October 2022, Pepys Library is open to scholars (by appointment only) from 10am until 1pm and from 2pm until 5pm on Monday to Friday. The Pepys Library is open to the public for six afternoons per week, 2pm-4pm, Monday to Saturday, with some seasonal closures over the Christmas and Easter periods and the annual closure for about three weeks in September. Tours (normally given by the Pepys Librarian) are arranged between 11am and 1pm on Fridays (prebooked via Eventbrite) or for groups on Friday afternoons or in the evening. School groups are also pre-booked (tours by the Deputy Librarian).

The Old Library is the historic library of the College, and books, papers and a number of special collections. Containing important collections such as the papers of the Ferrar family (seventeenth-century), books of A C Benson (early twentieth century), and the collections of the literary critic I A Richards (twentieth-century) and Dorothea Richards, the pioneering mountaineer. With an impressive collection of books and maps from medieval manuscripts to fine printing of the present day, the Old Library attracts readers throughout the year. The T S Eliot, Rudyard Kipling, Mary Astell and C S Lewis collections are especially popular. The Old Library is open to the public on advertised occasions (normally the first Thursday of the month) and for one or more special exhibitions each term.

The College Archives have recently been moved to the new custom-made Archive Centre. The Archives contain a range of materials relating to the history of the College, including documents, photographs,
personal papers, and other items. There is an Archives Handlist (not currently online) which is currently the main finding aid for the collection, however the College has recently subscribed to ATOM and there is a programme of cataloguing to enable the discoverability of the collections. Usually at least one or two of the exhibitions held each year include Archival material.

**Role Summary**

The Library Assistant and Invigilator (Pepys Library and Special Collections) will assist in the invigilation of the general public and visiting researchers in the Pepys Library and Old Library; assisting with special events including Friends of the Pepys, public tours (given by the Pepys Librarian), and exhibitions. Assisting the Pepys Librarian in the programmes, bookings and newsletters for the Friends of the Pepys.

**Responsible to:** The Deputy Librarian (Pepys Library and Special Collections)

**The Library Team:** The Library team currently comprises the Pepys Librarian and Fellow in English (Dr M E J Hughes); her Deputy (Mrs Catherine Sutherland), who is a professional librarian; the College Librarian (Dr Marcus Waithe), who is a Fellow in English; his Deputy (Ms Lauran Richards), who is a professional librarian; The College Archivist, Mrs Katy Green and two Libraries Assistants. In addition, there is a programme of interns (who work for five weeks in the summer or Michaelmas Term on a specific project), and short-term researchers engaged in the Pepys Librarian’s legacies of enslavement project and the Pepys printed catalogue. Other roles are filled from time to time, such as graduate supervisors (evening invigilation of the College Library), and specialist cataloguers as well as volunteers.
Job Description

Main Duties and Responsibilities

1. Opening and closing the Pepys Library for the public opening hours and overseeing the public while they view the library. This will include supporting the librarians in applying such temporary college or government policies as might be adopted from time-to-time, such as policies on wearing face coverings, limiting numbers or social distancing.

2. Answering questions from the public concerning the Pepys Library and assisting with the sale of items at the library’s table of merchandise.


4. Supporting the Deputy Librarian (Pepys Library and Special Collections) in maintaining the security and safety of the collections, including, ensuring that bags are not taken into the main library room. Assisting the Pepys Librarian in weekly pre-booked tours and student tours.

5. Processing new book acquisitions, such as adding bookplates and shelf numbers.

6. Assisting the Pepys Librarian with the ‘Friends of the Pepys Library’, including managing bookings for events and helping with the production of a regular newsletter.

General

7. To undertake relevant training as and when required. This will include gaining a general familiarity with the operations of the various libraries.

8. Supporting the Deputy Librarian (Pepys Library and Special Collections) in administrative tasks.

9. Assisting from time to time with exhibitions, including invigilation, production of labels or posters.

10. Any other duties as may be required by the Deputy Librarian (Pepys Library and Special Collections).
## Person Specification

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<th>Essential Criteria</th>
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<tr>
<td><strong>Education/Qualifications</strong></td>
<td>3 A levels at grade C or above</td>
<td>Degree</td>
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<td><strong>Experience</strong></td>
<td>Experience of work in a customer facing role</td>
<td>Library or museum experience or an interest in pursuing a career in libraries, museums or the wider arts and heritage sector.</td>
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<td><strong>Skills/Ability/Knowledge</strong></td>
<td>Knowledge of Microsoft Office, Excel and social media.</td>
<td>Experience of using a Library Management System</td>
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<td><strong>Personal Qualities/Attributes</strong></td>
<td>Ability to attend to responsibilities punctually</td>
<td>An interest in rare books and manuscripts</td>
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<td>An ability to work as part of a team and independently</td>
<td>An interest in the arts and heritage sector</td>
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<td>Helpful manner</td>
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<td>High standards of reliability and integrity</td>
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<td>Confidence in working with a variety of people including members of the general public</td>
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<td>Good organisational abilities</td>
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<td>Accuracy and attention to detail</td>
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<td>Excellent listening skills as well as verbal and written communication skills</td>
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<td>A willingness to acquire background knowledge about Samuel Pepys and his library</td>
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<td>A willingness to attend courses and training as required by the developing needs of the library</td>
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Remuneration and Benefits

Remuneration
The post is offered at a salary of £10,820 (pay award pending in August 2022). This equates to a full time salary of £20,115.

Hours of Work
The hours of work are 19.5 hours per week. Spread across:
Tuesday: 1.45pm-5.00pm
Wednesday: 1.45pm-5.00pm
Thursday: 11am -1.00pm and 1.45pm-5.00pm
Friday: 11am – 1.00pm and 1.45pm-5.00pm
Saturday: 1.45pm-4.15pm

Monday is the designated day off during the week, but there may be some flexibility to choose a different weekday so long as it is the same set day each week. There will be some overtime opportunities, such as assisting with morning school visits, Old Library exhibitions, and evening events such as non-resident members’ nights.

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 contributionary options on completion of probationary period.

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.

Magdalen is registered with Cyclescheme, 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 £5.90 per day which equates to over £1300 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

**Probationary Period/Notice**
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 [https://www.magd.cam.ac.uk/about/vacancies/non-academic](https://www.magd.cam.ac.uk/about/vacancies/non-academic).

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

**Closing Date**
9am Tuesday 30th August 2022

**Interviews**
Friday 9th September 2022