



THE HONOURABLE SOCIETY OF THE
MIDDLE TEMPLE

Library Assistant (Graduate Trainee)

The Honourable Society of the Middle Temple - City of London

One year fixed term contract

Salary £19-21k plus excellent benefits

The historic Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women, who have completed the necessary academic qualifications, to the Bar of England and Wales. This entitles them, after a period of pupillage (vocational training) to practise as Barristers. As well as calling men and women to the bar, Middle Temple is a members' organisation for barristers and provides them with various services and amenities. One of these is Middle Temple's library which provides access to 250,000 books, journals and law reports as well as a variety of online legal databases to members of the Inns.

We are now looking to recruit a Library Assistant (graduate trainee) who will provide essential administrative support, keep the library clean and in good order, assist with processing books, loose-leafing, shelving and binding duties. The role holder will also assist with legal reference queries at the Enquiry Desk. The role will include assisting with the Library's classification project- changing catalogue records and labelling books with the classification code.

It is essential that you are educated to degree level and have some experience of working within a customer-focused environment. Ideally you will be interested in a career in law librarianship, with the intention of undertaking a postgraduate library/information course. We are seeking a candidate who is well-organised with the ability to use initiative to solve problems and find solutions. You will be comfortable communicating with people at all levels (including very senior barristers, judges and other distinguished individuals from various backgrounds).

The successful candidate will receive training and work experience, and will enjoy excellent benefits including a generous pension scheme, private medical and life cover as well as a generous leave allowance.

To apply, please send a letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural next career step for you, to Migena Toci at: recruitment@middletemple.org.uk.

The closing date for receipt of applications is **Sunday, 30 April 2017.**

The Honourable Society of the Middle Temple is an Equal Opportunities Employer.



JOB DESCRIPTION

Job Title:	Library Assistant (Graduate Trainee)
Department:	Library
Reporting to:	Librarian
Location:	The Honourable Society of the Middle Temple
Job Purpose:	Provide essential administrative support. Keep the library clean and in good order. Assist with processing books, looseleafing, shelving and binding duties. Assist with legal reference queries on the Enquiry Desk.
Hours of work:	Full time – 40 hours per week, within the current opening hours:

Legal Term

Monday – Thursday 9.00am – 8.00pm

Friday – 9.00 – 7.00pm

Every 4th Saturday – 10.00am – 5.00pm

Legal Vacation

Monday – Friday 9.00am – 5.30pm

Organisational Relationships: The Library Assistant (Graduate Trainee) reports to the Librarian, collaborates closely with library colleagues and works with other Inn staff members. The Library Assistant liaises with external organisations and other Inn libraries.



Main Duties

Library Services

Main responsibility for:

- Loose-leafing, tidying, reshelving and ensuring books and serials are in order
- Carrying out a weekly cleaning rota: computers, copiers, etc. and restocking supplies
- Ensuring copying facilities for customers are fully stocked and in working order, reporting faults to the relevant person if appropriate
- Assisting with the moving of books and stock (some heavy lifting is required), re-numbering and de-accessioning items
- Fetching basement materials as required and items from external departments and libraries

Assist with:

- Processing of serials, textbooks, law reports, etc.
- Tracking missing and late items with booksellers and suppliers
- Recording and distributing invoices
- Distributing titles to other team members as required
- Re-cataloguing and classification projects and amending bibliographic records
- Binding and repair processes
- Social media as required
- Library tours for new and existing members

Enquiry Desk Duties

- Assist members with their legal research enquiries (in-person and by phone or email)
- Comply with copyright and data protection regulations while assisting with the provision of a legal reference service
- Provide member feedback about the library's services to the Keeper of the Library and colleagues
- On a rota basis, carry out Document Delivery requests

Additional Duties

- Adhere to the Inn's approved policies and procedures, as amended from time to time
- Undertake such other duties as appropriate to the grade and character of the work as may be reasonably required

Person specification

Skills & Experience	Essential	Desirable
Qualifications & Experience	Educated to degree level Experience of working within a customer-focused environment	Experience working with legal information sources Previous experience of working within a library or information centre
Skills	Excellent administrative skills and well organised	



	<p>IT literate with sound knowledge of Word, Outlook, Excel and Powerpoint</p> <p>Excellent communication skills, both oral and written</p> <p>Ability to multi-task effectively</p> <p>Ability to use initiative to solve problems and find solutions</p> <p>Ability to communicate effectively and appropriately with people at all levels (including very senior barristers, judges, distinguished individuals from various backgrounds), and to remain at ease in a high profile environment</p>	
Personal Qualities	<p>Highly customer-service oriented</p> <p>Calm under pressure, patient and measured</p> <p>Collaborative, cooperative and able to make and sustain positive relationships with colleagues</p> <p>Able to work both with minimal supervision and as a part of a team</p> <p>Able to win and maintain the trust and respect of others</p> <p>Discrete and tactful</p>	<p>Interested in legal librarianship</p>

Important

This Job Description reflects the current situation. It does not preclude change or development that might be required in the future. The list of duties is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.