



Library Assistant

The Honourable Society of the Middle Temple - City of London

One Year Fixed Term Contract

Circa £21,000 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 to assist with keeping the library clean and in good order; processing books; loose-leafing; and moving and re-numbering books. Regular heavy lifting will be required for this role. The role also involves working at the Enquiry Desk, providing a legal reference service to members of the four Inns of Court, on evening (17.00-20.00) shifts.

You will have good organisational skills and an ability to work well in a team. The successful candidate will have good IT skills and experience working in customer service. 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 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 Sophie Frankis at: recruitment@middletemple.org.uk.

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



JOB DESCRIPTION

Job Title:	Library Assistant
Department:	Library
Reporting to:	Deputy Librarian
Location:	The Honourable Society of the Middle Temple
Job Purpose:	Keep the library clean and in good order. Assist with processing books, loose leafing, shelving and binding duties. Carry out some administrative tasks and assist with queries.
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 reports to the Deputy 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.
- Restocking supplies such as coffee machine, water dispenser, etc.
- Ensuring copying facilities for customers are fully stocked and in working order, reporting faults to the relevant person if appropriate
- Moving books and stock (heavy lifting is required), re-numbering and de-accessioning items, and being the main person responsible for library stock moves
- 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 projects and amending bibliographic records
- All binding processes in the library
- Minor book repairs and sending books to appropriate external binders for major repairs

Enquiry Desk Duties

- Assist with closing of the library each evening and ensure it is set up for the next day
- 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	GCSE or equivalent standard. Experience of working within a customer-focused environment Previous experience of working within a library or information centre	Qualifications at Higher or Further Education Experience working with legal information sources
Skills	Excellent administrative skills and well organised IT literate with sound knowledge of Word, Outlook, Excel and Powerpoint Excellent communication skills, both oral and written including fluent English. Ability to multi-task effectively Ability to use initiative to solve problems and find solutions 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	
Personal Qualities	Ability to lift and move heavy items Highly customer-service oriented Calm under pressure, patient and measured Collaborative, cooperative and able to make and sustain positive relationships with colleagues Able to work both with minimal supervision and as a part of a team Able to win and maintain the trust and respect of others Discrete and tactful	



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.

I have read and agreed this job description:

NAME (PRINT):

SIGNATURE:

DATE:

LINE MANAGER (PRINT):

SIGNATURE:

DATE:
