



<b>JOB DESCRIPTION</b>	
Job Title	Senior Library Assistant 0.6 job-share
Department	Guildhall School of Music and Drama
Grade	C-D Career Grade
Location	Guildhall School of Music & Drama – Library
Responsible to	Head of Library and Learning Resources
Responsible for	Shared supervision of Casual Workers

#### Purpose of Post

To fulfil a number of frontline and administrative duties in a busy music and drama college library.

#### Main Duties & Responsibilities

1. To assist with the provision of an issue desk service to staff and students of the School including the issue, discharge and re-shelving of library stock; answering enquiries about reader tickets; basic subject and stock enquiries; handling of petty cash; some photocopying and scanning.
2. To assist with the recruitment of Student Casual Workers, and manage the timetabling and basic training of these workers.
3. To assist with the registration of new borrowers; maintenance and updating of user records on the Library system.
4. To keep the Library reception area and issue desk tidy and stocked with stationery and appropriate equipment.
5. To assist with the administration of the Library's debtor policy, including monitoring of library system reports and eventually the preparation of invoices for lost/overdue items.
6. To assist the Orchestral Librarian with parts preparation when required.
7. To handle incoming and outgoing Library post

8. To provide administrative support and assistance to other members of the Library staff as requested
9. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties
10. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post
11. To promote the City's commitment to equality and diversity and to ensure that all students comply with the policy in all their activities
12. To undertake any other duties that may reasonably be requested appropriate to the grade, including the requirement to cover for the occasional Saturday in term-time, by prior agreement

<b>PERSON SPECIFICATION</b>	
<b>Job Title</b>	Senior Library Assistant 0.6
<b>Department</b>	Guildhall School of Music & Drama - Library
<b>Grade &amp; Level</b>	Grade C-D (Career Grade)
<b>Trent Position Number</b>	19D0076/002

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

#### **Technical Skills / Professional Qualifications / Relevant Education & Training**

<ul style="list-style-type: none"> <li>▪ Excellent IT skills in Microsoft Word, Excel, Access and Outlook and the ability to learn new software packages (A) (I) (T)</li> <li>▪ Good subject knowledge of Western classical music and/or theatre (A) (I) (T)</li> <li>▪ Ability to read music and bowing instructions on scores (A) (T)</li> <li>▪ Have an interest in working in a creative artistic environment (A) (I)</li> <li>▪ Degree-level qualifications in a relevant discipline preferred (A) (I)</li> </ul>
--

#### **Experience Required**

<ul style="list-style-type: none"> <li>▪ Previous experience in a similar role in an academic library (A) (I)</li> <li>▪ Experience of using specialist library information systems (A) (I)</li> <li>▪ Able to work as part of a team in a team environment (A) (I) (T)</li> <li>▪ Able to communicate effectively both orally and in writing (A) (I)</li> <li>▪ Ability to work flexibly and to deadline. (A) (I)</li> <li>▪ Organised and able to prioritise workload. (A) (I) (T)</li> <li>▪ Attention to detail and accuracy in all areas of work. (A) (I) (T)</li> <li>▪ Flexible, adaptable and positive with a proactive approach to work with exceptional customer service skills (A) (I)</li> </ul>
--

## **Other Relevant Information eg. working hours or desirables (if applicable)**

This is a job-share role with the existing 0.6 colleague remaining in post. 21 hours per week throughout the year. A full day's weekly overlap with the other half of the job-share is factored in to this role. In term time these hours to be worked as follows: Wednesday - Friday 9.00am- 5pm with 1 hour for lunch; one day to be worked 9am -7pm. Currently this day is Friday. 11am start on one other day by agreement. Library team members are expected to cover occasional Saturdays by mutual agreement and are expected not to take more than one week's annual leave at a time during term-time.

## **Recruitment – Note to Applicants**

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

## **Appendix A**

### **Criteria for appointment at, or progression to, Grade D in this job-share**

UK or equivalent international first or postgraduate degree in Librarianship or Information Studies (A, I)

Previous experience of supervision of casual workers (A, I)

Previous experience of managing periodicals subscriptions (A, I)

Two years or more experience in a music and/or performing arts library (A, I)

Previous experience of working with orchestral music, including bowings (A, I, T)

## **Summary of Terms and Conditions of Employment**

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

### **Salary**

The salary range for this job is £35,740 – £46,050 pro-rata including Inner London Weighting per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

### **Contract**

This position is offered on a permanent basis.

### **Hours of Work**

Normal hours of work are 21 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

### **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11<sup>th</sup> of each month.

### **Annual Leave**

There is an entitlement of 24 days annual holiday plus Bank Holiday pro-rata. There are subsequent increases to entitlement to annual holiday according to length of service.

### **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

### **Pension**

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating, you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your

entitlement to certain contractual benefits, for example, annual leave, sick leave, and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

One month's notice in writing by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

### **Employee Volunteering Programme**

The City Corporation, in line with its aims, to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part-time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.