



ST JOHN'S COLLEGE, OXFORD

Assistant Librarian

Job Title:	Assistant Librarian
Salary Grade:	Grade 5
Type of appointment:	Full-time, permanent
Responsible to:	Head of Libraries and Archives
Purpose:	The post holder will be part of the Libraries and Archives team, helping to run and develop a large Oxford college library serving the members of St John's College. Responsibilities will involve day-to-day running of the student Library, with a particular responsibility for reader services and communication.

The College

St John's College is one of the larger colleges in the University of Oxford with around 600 students and 80 Fellows. Located on St Giles, it was founded in 1555 by Sir Thomas White. For further information about the College, please see www.sjc.ox.ac.uk

St John's College Library & Study Centre

The Library & Study Centre plays a key role in St John's College's academic life. It maintains an active, student-focussed undergraduate library, whilst also being a repository for the College's collections of historic books, consisting of some 20,000 early printed books, 400 manuscripts, and the personal libraries of A.E. Housman and Robert Graves.

The main building is the new Library & Study Centre completed in October 2019 by architects Wright & Wright. It houses three reading rooms, three study rooms, and a foyer offering social study space. Adjoining the Library & Study Centre, forming one large library complex, is

the Laudian Library (built in the 1630s) and the Old Library (built in the 1590s) within the architectural showpiece of the Canterbury Quadrangle. The College also has a separate Law Library located a few minutes' walk away in the Kendrew Quadrangle.

The Library endeavours to support all subjects studied by the undergraduate population of the College, providing core study resources in a timely fashion, and offering an appealing and supportive study environment. It also aims to support external researchers and others who make use of the historic collections. To make the historic collections more widely available, the Library is undertaking a Digitisation Project and actively promotes the collections on social media and other online platforms.

Core Responsibilities

The Assistant Librarian is part of a small team, consisting of the Deputy Librarian, two Assistant Librarians and a Library Assistant, running the student Library and will be expected to be involved in all areas of managing the Library on a daily basis.

Key duties include:

1. Collections management
 - Assist with the acquisition, cataloguing, classification and processing of new books, e-books and journals, and with the weeding and deaccessioning of old stock.
 - Assist with checking reading lists for new acquisitions.
 - Retrospective cataloguing of modern books.
 - Assist with the inventory of stock and book moves.
 - Assist with the cataloguing of modern special collections.
2. Reader services
 - Lead responsibility for maintaining patron records and book circulation on the library management system, and management of the self-service machines and security gates.
 - Management of external special collections reader appointments and the organisation of the staff rota for invigilation of special collections readers; and to participate in invigilating special collections readers.
 - Help organize and supervise internal teaching sessions and external visits and conferences using special collections.
 - Answering general enquires and enquiries about modern special collections, and fulfilling imaging requests for modern special collections as required, and occasional manning of the enquiry desk.
3. Disability and welfare provision
 - Assist with all matters relating to disability and welfare provision as required.
4. Outreach and communication
 - Lead responsibility for organising student induction sessions, and for user education programmes, including copyright and Open Access.
 - Lead responsibility for signage, information and communications to students and other users, with the assistance of the Library Assistant.

- Management of the Library pages on the College website and intranet, and management of the Library's social media accounts; contributing to college publications and social media as required.
 - Liaison with other departments, including Access and Alumni, regarding group visits to the Library, and management of other outreach activities.
 - Contribute to displays and exhibitions as required.
5. General Library administration
 - Participate in the collection of data about the use and management of the Library as required.
 - Assist with the use, management and maintenance of Library spaces, facilities and resources, including the monitoring of student behaviour.
 6. Graduate invigilators
 - Assisting with graduate invigilators as required.
 7. Continuing professional development
 - Responsibility for developing and maintaining, in discussion with the Head of Libraries and Archives, their own continuing professional development.
 - Undertaking training as required by the College, particularly to ensure that the Library team as a whole has the necessary skills and experience.
 8. Other
 - Carry out other tasks, including project work, as required by the Head of Libraries and Archives

Selection Criteria for the Post

Essential:

- A postgraduate degree in librarianship accredited by CILIP, or equivalent experience.
- Experience of working in a library.
- Proficiency in cataloguing to RDA and MARC 21 rules.
- Experience with library management systems.
- Flexible and adaptable attitude towards duties, and the ability to work independently and as part of a team.
- Excellent command of English, both written and verbal, with the ability to deal confidently and courteously with a wide variety of people.
- Excellent IT skills.
- Self-motivation and the ability to work proactively.
- Excellent problem-solving skills.
- Excellent time-management and organisational skills, including the ability to prioritise workloads.
- Eye for detail and the ability to work to a high standard of accuracy.
- Commitment to continuing professional development.
- Ability to carry out physically demanding work, including lifting, carrying, and using ladders.

Desirable:

- Experience of working in an academic or research library.
- Reader services or other customer services experience.
- Working knowledge of Latin or a modern foreign Language.

- Experience of producing website and social media content in an institutional context.
- Experience of handling rare books and other preservation issues.

Salary

Appointment will be Grade 5 of the University's salary scale for non-academic staff, currently £32,108 inclusive of the Oxford University weighting. Salaries are reviewed annually in line with the pay award for other salaried administrative staff.

Contract

The job is offered on a Permanent basis.

Hours of Work

Normal office hours are 35 hours per week. Normal hours of work are 9:00am to 5:00pm, with an hour for lunch. Some flexibility will be required according to the demands of the workload. Time off in lieu will be given for extra hours worked.

Annual Leave

Annual leave entitlement is 38 days, which includes 8 public holidays and 5 fixed days to be taken at Christmas, when the College is closed. The holiday year begins on 1 January and ends on 31 December.

Meals

The post-holder is entitled to free lunches in Hall on days they are working at the College site.

Pension

The post-holder will be automatically enrolled into the contributory St John's College Staff Pension Fund from the commencement date of the appointment. Contributions will be payable in equal monthly instalments in arrears.

Probationary and Notice Periods

The appointment is subject to satisfactory completion of a six-month probationary period, during which time the notice period will be one week on either side. Once the appointment has been confirmed, the notice period on either side will be one month.

Appointment Procedure

To apply, please send a full CV as well as a cover letter and the names and contact details of two referees, preferably as a single PDF document by email to vacancies@sjc.ox.ac.uk

The closing date for applications is 5th August 2026 12 noon.

It is anticipated that interviews will be held in the week commencing 12th August 2026.

The appointment will be subject to (i) the provision of an original document which indicates your right to work in the UK, and (ii) the completion of an initial probationary period.

Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998, General Data Protection Legislation and the College's Data Protection Policy and recruitment monitoring process.

Equality of Opportunity

St John's College is committed to providing equality of opportunity and avoiding unlawful discrimination. The policy and practice of the College requires that all staff are afforded equal opportunities within employment and that entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, age or disability