



Library Assistant (part-time) – 5 month Fixed Term Contract
The Honourable Society of the Middle Temple - City of London
Salary £19,000 (pro-rata) 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 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, moving books 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 are interested in a career in law librarianship, either studying part-time or 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 Erin Markcoons at: recruitment@middletemple.org.uk.

The closing date for receipt of applications is **Friday 14th February 2020.**

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



JOB DESCRIPTION

Job Title:	Library Assistant (part-time)
Department:	Library
Reporting to:	Deputy 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, loose-leafing, shelving and binding duties. Assist with legal reference queries on the Enquiry Desk.
Hours of work:	Part-time – 32 hours per week, within the current opening hours: <u>Legal Term</u> Monday – Thursday 9.00am – 8.00pm Friday – 9.00 – 7.00pm Every 4 th Saturday – 10.00am – 5.00pm <u>Legal Vacation</u> Monday – Friday 9.00am – 5.30pm

Organisational Relationships

Works closely with the Deputy Librarian; collaborates with staff members across the Inn and with external organisations and suppliers.

Main Duties

Library Services

- Loose-leaf filing, tidying, and ensuring books and serials are in order
- Assist with the weekly cleaning rota: computers, copiers, etc. and restocking supplies
- Cleaning books and shelves
- Assisting with re-cataloguing projects and amending bibliographic records
- Adding electronic resource information to bibliographic records, and researching alternative online resources for print publications

Enquiry Desk Duties

- Assist on the enquiry desk on a daily basis
- Carry out hourly head counts
- Re-shelve books on an hourly basis
- 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 Librarian and colleagues
- Carry out Document Delivery requests



Additional Duties

- Shelving and keeping the library tidy and in order
- Adhere to the Inn's approved policies and procedures
- Undertake such other duties as appropriate to the grade and character of the work as may reasonably be required
- Assisting with the moving of books and stock (some heavy lifting is required), re-numbering and de-accessioning items

Person Specification

Skills & Experience	Essential	Desirable
Qualifications & Experience	Undergraduate degree or equivalent skill and experience	Experience of working with legal materials Knowledge of the Inns and their functions
Skills	Excellent administrative and organisational skills Excellent research abilities IT literate with sound knowledge of Word, Outlook, Excel and Powerpoint Excellent communication skills, both oral and written Ability to manage conflicting and competing demands 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	Knowledge of copyright and data protection legislation
Personal Qualities	Highly customer-service oriented Calm under pressure, patient and measured Collaborative, cooperative and able to make and sustain positive relationships with colleagues 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:
