



TRINITY COLLEGE CAMBRIDGE

**Further Particulars for the role of
Library Cleaner and Collections Care Assistant**

June 2023

Further particulars

Trinity College, founded in 1546 by Henry VIII, is the largest College in the University of Cambridge, with some 700 undergraduates, 350 graduate students, over 190 Fellows and around 340 non-academic staff. With a history that includes Newton and Byron, the College excels academically in the sciences and the arts. It attracts students and scholars from around the globe and provides an environment in which they can flourish.

The Library occupies four buildings, but is run as a single organisation:

- The Wren Library, completed in 1695, houses some 80,000 older books and serves as the reading room for special collections as well as being open to tourists daily
- The College Library is adjacent to the Wren Library and provides around 100 seats for students. Together with a basement store, this building houses more than 200,000 books
- A separate Law reading room provides books and study space for Law students
- The Muniment Room houses the College's Archives, dating from the twelfth century to the present day

The printed books are catalogued online using Folio as the ILS, as well as in the University's online catalogue, iDiscover, and in appropriate specialist catalogues (ESTC, LibraryHub, etc.). Descriptions of the 1250 medieval manuscripts, catalogued by M. R. James in 1901-3, are available online, and modern manuscripts and archives are catalogued using the AtoM system. The Wren Digital Library provides images of more than 1000 complete volumes, and its continued expansion and development will be a major project for the Library in coming years.

The College Library is open to members of the College between 8 am and 1 am daily in term-time, with slightly reduced hours in the vacation. The Sub-Librarian prepares a rota of library staff and evening supervisors who staff the main desk throughout the opening hours. A self-issue borrowing system has been introduced in recent years.

The Wren Library is open to Fellows, and to visiting researchers applying to consult special materials, from 9 to 5 on weekdays. The study desk can accommodate up to six researchers each day, and is invigilated at all times. The Wren is open to tourist visitors between 12 and 2 on weekdays, and on Saturday mornings in Full Term, and two Custodians are present for this period to oversee the visitors. There are around 25,000 visitors each year during this time, and several thousand more attend separate tours at other times of day, including special interest groups, schools visits and VIP visitors to Cambridge, for whom a visit to the Wren Library is often included as a memorable part of their trip. These tours are generally led by the Sub-Librarian or the Librarian.

The Library's staff comprise the Librarian, Sub-Librarian, a Senior Assistant Librarian, an Assistant Librarian, the Digitisation Services Manager, a Rare Books Cataloguer, a Graduate Trainee, five Library Assistants (full-time or part-time), the College Archivist and two Assistant Archivist. Two Wren Custodians invigilate during tourist opening hours, in addition to this new post of Library Cleaner and Collections Care Assistant. In addition, there are a number of Desk Supervisors who cover the Enquiry Desk out-of-hours. We also work with two conservators at the Fitzwilliam Museum.

JOB DESCRIPTION

Job Title: Library Cleaner and Collections Care Assistant

Department: Library

Reports to: Sub-Librarian

Purpose of role

To ensure that the Wren and College Libraries are cleaned and presented to the highest possible standard. This includes all public areas which are high-traffic spaces and store spaces where overflow modern collections are stored, along with additional rare and archival materials. The role holder will also care for collection items by undertaking a systematic programme of cleaning both the books and shelves, noting any items in need of conservation treatment. This is a full-time role with duties to be carried out with a roughly 50/50 split but at busy times, cleaning of the Library spaces will take priority. Full training will be provided, particularly for the Collections Care elements of the role.

Key Accountabilities

1. General cleaning duties in all public areas such as vacuuming and dusting in the Wren Library, College Library (comprising Reading Room and Lower Library, Computer Room), and entrance hall and Catalogue Room.
2. General cleaning duties such as vacuuming and dusting of staff and secure areas including the staff workroom, office spaces, photography room, staff cloakroom and staff room, and library stores.
3. Clean toilet areas to agreed standards of cleanliness, topping up toilet-paper and refilling soap dispensers.
4. Emptying all bins around the Library ensuring any recyclable materials are sorted correctly.
5. Polishing of brass and ensuring the glass-topped display cases are cleaned daily.
6. Ensuring that stores of cleaning materials are maintained and are used and stored in a safe and secure manner, complying with COSHH regulations.
7. Collecting the Library keys from the Porters and ensuring security of the Library is maintained when working alone.
8. Reporting any maintenance issues to the Sub-Librarian.
9. Cleaning of the books and shelves in the College Library – removing the books and waxing the shelves as required.
10. Best-practice conservation cleaning of the book collections and shelves, working systematically through the collections, under the training of our Conservators.
11. Conservation cleaning of historic fabric surfaces (e.g. desks, stools, doors, metalwork, shelving, statues) as directed.

12. Informing requirements for conservation cleaning materials with the Sub-Librarian to ensure adequate stocks are maintained.
13. Noting any items in need of conservation treatment and listing these for the Conservator to assess.

Person Specification

Essential:

Knowledge and experience

Experience in a cleaning or housekeeping role

An awareness and understanding of the careful approach required when working with fragile historic interiors and collections.

Personal characteristics

Flexibility to adjust duties depending on the Library's needs

Reliable, honest and self-motivating attitude

Good communication skills

Ability and willingness to learn new skills and enhance existing skills

Ability to work alone but also to work as part of the Library team

Ability to prioritise workload and to work under pressure in a busy working environment

Reliability and punctuality

Physically able to lift and carry heavy items, and climbing stairs

Desirable:

Knowledge and experience

Working in an historic environment, museum or library

Previous experience of collections care or preventative conservation work

Knowledge of COSHH and Health and Safety at work

Employment Details

Rate of Pay:	£21,554 per annum.
Hours:	36.25 hours per week. Working hours are 6am-2.30pm, including an unpaid lunchbreak of 1.25 hours, Monday to Friday.
Holiday:	33 days annual leave including public holidays, though Library staff are expected to work on public holidays which fall in Full Term.
Probationary period:	6 months.
Lunch:	Free lunch provided for staff who are on site and whose duties cover this period.
Pension scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three months' service. All staff will become members unless they choose to opt out.
Private Health Care:	The College provides free health and dental insurance for self and family. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Travel/Cycle to work:	The College cannot provide car parking for its entire staff, and many use Park and Ride sites or cycle. There is a tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months. Maximum limits apply.
Employee Assistance:	The College also provides access to a free and confidential telephone and web-based information and support service that puts staff in touch with caring and professional consultants and counsellors.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offers regular outings to places of interest, and organises functions including a Christmas event.
Childcare	Access to a workplace nursery, subject to places being available.
Health and safety	All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

To apply

Please include in your application:

- A completed application form detailing how you meet the requirements for the role and why you want to be considered

Applications should be sent to jobvacancies@trin.cam.ac.uk to arrive no later than 5pm on 23 June 2023.