



# **TRINITY COLLEGE CAMBRIDGE**

**Further Particulars for the role of  
Library Cleaner  
(Job Share)**

**January 2023**

## FURTHER PARTICULARS

Trinity College, founded in 1546 by Henry VIII, is the largest College in the University of Cambridge, with some 700 undergraduates, 300 graduate students, over 180 Fellows and around 350 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, and there are two Library Cleaners. 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

**Department:** Library

**Reports to:** Sub-Librarian

### **Purpose of role**

To ensure that the Wren and College Libraries are clean and presented to the highest possible standard. This post is available on Mondays and Tuesdays and works as a job-share with another Library Cleaner who works Wednesday-Friday.

### **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.

## **PERSON SPECIFICATION**

### **Essential:**

#### **Knowledge and experience**

Experience in a cleaning or housekeeping role

#### **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 and to communicate with job share partner, 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

The role will involve lifting and carrying heavy items, and climbing stairs

### **Desirable:**

#### **Knowledge and experience**

Working in an historic environment

Knowledge of COSHH and Health and Safety at work

## EMPLOYMENT DETAILS

<b>Length of post:</b>	This is a permanent post.
<b>Rate of Pay:</b>	£6,322 per annum (£11.00 per hour)
<b>Hours:</b>	The hours of work will be 11 per week, on Mondays and Tuesdays from 6am to 11.30am.
<b>Holiday:</b>	33 days annual leave (pro rata), including public holidays, though Library staff are expected to work on public holidays which fall in Full Term.
<b>Probationary period:</b>	6 months.
<b>Pension scheme:</b>	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.
<b>Private Health Care:</b>	The College provides free health care currently through membership with Aviva. Membership of a dental care scheme is also available. Staff can join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
<b>Gym:</b>	Membership of the College gym is available for a modest fee. Inductions are compulsory.
<b>Travel:</b>	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, up to a maximum value of £6,000.
<b>Employee Assistance:</b>	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.
<b>Sports &amp; Social Club:</b>	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.
<b>Health and safety</b>	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
- The names of 2 referees
- Please do **not** include a CV

Applications should be sent to [jobvacancies@trin.cam.ac.uk](mailto:jobvacancies@trin.cam.ac.uk) to arrive no later than midnight on Sunday 19 February. Interviews are expected to be held in person week commencing 27<sup>th</sup> February 2023.