TRINITY COLLEGE

CAMBRIDGE

Further Particulars for the role of

Library Assistant

November 2026

Further particulars

Trinity College, founded in 1546 by Henry VIII, is one of the largest Colleges 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 Desk 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 35,000 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 Archivist, a Graduate Trainee Librarian, five Library Assistants (full-time or part-time), a Collections Care Assistant the College Archivist and two Assistant Archivist, two Wren Custodians, and there are two part-time 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 Assistant**

Department: **Library**

Reports to: **Senior Assistant Librarian**

Responsible for: **-**

Purpose of role

The Library Assistant will provide support for the day-to-day running of the Library across reader services, stock management and special collections. As a front-line member of staff they have to deal with students, Fellows, college staff and external readers on a daily basis, and must be comfortable dealing with in person and online enquiries. Library Assistants share a number of duties but also have their own specialisms. This vacancy will have a strong focus on digitisation of materials and managing the Library's social media.

Key Accountabilities

1. Supervising readers of special collections materials (manuscripts, printed books, archival material), advising on their handling at the Wren Desk and checking back material after consultation.
2. Fetching materials for readers from the Wren Library and the Library's secure store.
3. Re-shelving special collections material (books and archival material) and ensuring their secure storage, and modern books in the College Library.
4. Assisting with condition checking and cleaning of special collections items.
5. Assisting with the Library's digitisation programme through the scanning of materials or post-processing of images.
6. Staffing the Enquiry Desk in the College Library as required, using the electronic circulation system, dealing with enquiries both in person and in writing from students and visitors and welcoming external readers to the Library.
7. Assisting with the checking of reading lists using the Folio ILS.
8. Processing of new books by covering, labelling and stamping to ensure books are clearly marked.
9. Scanning or copying of material for Library users.
10. Production of Library signage; stack ends, shelf-edge labels etc.
11. Contributing towards the Library's social media pages by generating content in both image and text.
12. Participating in the annual stock checks around the Library.
13. Undertaking administrative duties including filing, scanning, data entry, spiral binding and laminating notices.
14. Book moves as required.
15. To invigilate tourists in the Wren Library from time-to-time.
16. Any other duties as required by the Librarian or Sub-Librarian of a professional, administrative or manual nature in line with the wider aims of the Library.

Person Specification

Essential:

Qualifications

Educated to A Level or equivalent

Knowledge and experience

Experience of working in a library

Awareness of the importance of good customer care and a commitment to providing an excellent quality of service to all Library users

Experience of working both in a team and independently

Experience of using Microsoft Office (particularly Outlook, Word and Excel) and a library management system

Personal characteristics

Excellent written and verbal communication skills

Excellent organisational skills and self-motivating attitude

Flexible and innovative approach to problem-solving

Ability and willingness to learn new skills and enhance existing skills

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

Accuracy and attention to detail in work which may be routine and repetitive

Reliability and punctuality

Physically able to lift and carry heavy books/collection items, using ladders and moving heavy book trolleys

Desirable:

Qualifications

Educated to degree level

Knowledge and experience

Experience of working in an academic library and with special collections

Experience of digitisation or some form of photography

Experience of using social media in a professional setting

Personal characteristics

A combined interest in both modern librarianship and special collections work

Employment Details

Rate of Pay:	£30,542 per annum.
Contract type:	One year fixed-term contract starting January 2027.
Hours:	The hours of work will be 36.25 per week with hours worked in the period between 8am and 5.15pm with a break of 1¼h for lunch. Library staff work on bank holidays which fall during term and on Saturday mornings during term-time on a rota basis, for which time off in lieu will be given.
Holiday:	25 working days plus 8 public holidays.
Probationary period:	4 months.
Meals:	Free lunch is provided for staff 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 month's service. All staff will become members unless they choose to opt out.
Private Health Care:	The College provides free health care currently through membership with Bupa. 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.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Travel:	The College cannot provide car parking for all of its 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.
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 complete the College's application form to apply for this role. The application form must cover:

- A section where you demonstrate your suitability for the role and how you meet the requirements set out in the job description
- You reasons for applying for the role
- Your previous education and employment details
- The names of two referees

CVs will not be accepted as part of your application.

Applications should be sent to jobvacancies@trin.cam.ac.uk to arrive no later than 9am on Wednesday 9 December 2026. Interviews are expected to be held on Monday 14 December 2026. It is hoped that the successful candidates will take up the post as soon as possible.