

# Student Shelves

## Job Description

### The Role

<b>Job title:</b>	Student Shelves
<b>Department:</b>	Innovation & Learning - Library
<b>Responsible to:</b>	Library and Archive Manager
<b>Location:</b>	Library (RAU Campus)
<b>Salary:</b>	£12.21 per hour if 21 yrs or above £10.18 per hour if 20 years and below
<b>Term:</b>	Casual (as agreed with Library and Archive Manager)
<b>Relationships with:</b>	Library staff

### Purpose

This is a casual paid post in Library Services. You will be expected to shelve and tidy for a maximum of one hour per day (unless otherwise agreed with your Manager), Mon-Fri during term-time only. You will also share this role with another student, so you will work bi-weekly (i.e. one week on, one week off). **Candidates also need to commit to providing lunchtime desk cover for 45 minutes on both Saturdays and Sundays, again on a shared basis.**

### Key Responsibilities

- To maintain regular and reliable attendance, demonstrating commitment to returning items to the shelves in a timely way
- To sort, shelve, and inter-file various library materials with great accuracy according to the library classification system (training will be provided)
- To read shelves for accuracy and re-shelve misplaced items
- To maintain the neat and orderly appearance of library stock on the shelves
- To report items in need of repair to library staff
- To observe the health and safety of self and others when moving trolleys or handling heavy items, etc.
- To provide lunchtime desk cover for 45 minutes on Saturdays and Sundays
- To liaise closely with the student with whom you are sharing the role, to ensure continuous cover
- Any other reasonable duties that library staff may request

#### Probationary period

After two weeks' work (and some additional training, if required) the library manager will review how well you meet the above criteria, so it is important that you fulfil your responsibilities to a high standard.

## General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

## University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

## Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
<b>Qualifications:</b>		
Current registered student at the RAU	E	A
<b>Knowledge, Experience and Skills:</b>		
Hard-working, reliable, and willing to be flexible	E	AB
Good eye for detail, very high levels of accuracy when re-shelving	E	AB
Able to follow instructions and put training into practice	E	AB
Personal integrity	E	AB
Customer service experience or aptitude	D	AB

## Application Procedure

If you are interested in applying for this role, please send:

- University [Casual Application form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website [www.rau.ac.uk](http://www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to [vacancies@rau.ac.uk](mailto:vacancies@rau.ac.uk)
- Informal enquiries can be made to Susan Baker, Library and Archive Manager:  
[Susan.Baker@rau.ac.uk](mailto:Susan.Baker@rau.ac.uk)
- We acknowledge receipt of all applications within two working days. If you do not receive an email from us after submitting your application, please let us know by sending a new email **without any attachments** to [Human.Resources@rau.ac.uk](mailto:Human.Resources@rau.ac.uk) so we can check if your application has reached us.

**The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.**