

Casual Student Shelver (Job Share) – Library

The Role

Job title:	Casual Student Shelver (Job Share)
Department:	Library Services
Responsible to:	Library Operations Manager
Location:	Cirencester
Salary:	£9.18 per hour or £9.52 if over 23 years old
Job details:	Casual post with flexible hours: Term Time only

About the Role

- 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).
- Preference will be given to candidates who can also commit to providing lunchtime desk cover for 45 minutes on both Saturdays and Sundays, again on a shared basis.

Main 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

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview
Experience		
Customer service experience or aptitude	D	A
Knowledge, Skills, and Abilities		
Hard-working, reliable, and willing to be flexible	E	B
Good eye for detail, very high levels of accuracy when re-shelving	E	A,B
Personal integrity	E	B
Able to follow instructions and put training into practice	E	B

Probationary Period

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

Application Procedure

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

- A University [Casual Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website <https://www.rau.ac.uk/about-us/jobs> – 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 jobs@rau.ac.uk
- **Closing date:** Sunday 9 October 2022