

Job Title Library Assistant (part time, 25 hours per week week)

Reports to Deputy Librarian

Job Purpose

Supports College Library's core service needs, including public services and promotion of the collections, and management and cataloguing of the library's collections.

Key Tasks and Responsibilities

Key responsibilities:

Public services

- Support reader services, including invigilation and retrieval;
- Contribute to the library's remote enquiry service, including delivery of virtual reading room sessions;
- Support teaching and visits including installing/de-installing and invigilating temporary displays and library teaching sessions, as well as liaising with Eton staff and others as directed;
- Assist in coordinating displays for visiting groups; deliver informal tours to visiting individuals and groups, as well as to Eton students and staff;
- Contribute content to Collections social media and publications (print and web), with responsibility for coordinating library social media contributions;
- Contribute to exhibitions;
- As part of a rota, serve as first point of contact for users of the library and general enquiries.

Collection management and cataloguing

- Assist in auditing, rationalisation and review of collections and storage arrangements, and rehousing of library holdings in storage areas as directed;
- Assist other library staff and the Collections Conservator with the library's conservation/preservation programme;
- Catalogue collection items including reference materials; enhance existing records and undertake data cleaning as directed;

Other

- Any other duties as may be reasonably expected, and which are commensurate with the level of the post.

All employees of Eton College are also expected to:

- Have a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity';
- Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required and ensuring any safeguarding updates issued by the College are read and understood;

Last Updated: August 2025

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

- Understand and comply with procedures and legislation relating to confidentiality;
- Display a commitment to and promotion of equality, diversity, and inclusion.

Skills and Competencies Required

To be successful in this role, the incumbent should have:

Essential:

- Relevant practical experience of working in a library or archives setting, or a library or archives qualification;
- Good IT skills, including basic to intermediate ability in Microsoft Office suite;
- Ability to work efficiently and accurately and to complete tasks by set deadlines;
- Good communication skills.

Desirable:

- Experience of library or archives cataloguing;
- Understanding of preservation and conservation issues in libraries and archives;
- A first degree (or equivalent) in a discipline relevant to the library collections;
- Experience of working with special collections materials or in the heritage sector;
- Demonstrable interest in rare books and manuscripts.

Personal Qualities

- Ability to work successfully both independently and within a team;
- Commitment to continued professional development;
- Imaginative, enthusiastic, flexible, adaptable, and efficient;
- Demonstrable interest in aspects of the Eton College Library collections;

Working Pattern

This is a permanent, part-time post, working 25 hours per week.

The nature of this post requires occasional evening and weekend hours, which will be scheduled in advance in consultation with the post holder and for which time off in lieu will be given. The role will also involve some lone working as well as lifting library materials and use of ladders.

Last Updated: August 2025

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.