Job Description	
Job title	Library Stock-Checker
Department	Library
Reports to (Position Title)	College Librarian

This document outlines the output and key accountabilities required of the post holder, as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Purpose of the role

To support the College Library in Stock Checking.

Background information

Based at	Gonville and Caius College, Trinity Street, Cambridge, CB2 1TA.
Hours of work	Part time, temporary - variable hours
Contract type	Casual
FTE	N/A
Qualifications	None required
Key skills	Basic I.T. literacy
Work experience	None required
Budget responsibilities	None

Main duties and Responsibilities	Time / Frequency
• To create, using a Notepad file, batches of sequential barcodes of all Upper Library books	Daily
• To create, using a Notepad file, batches of sequential barcodes of all music scores	Daily
• To create, using a Notepad file, batches of sequential barcodes of all reference material	Daily
• To create, using a Notepad file, batches of sequential barcodes of all audio-visual material	Daily
• To create, using a Notepad file, batches of sequential barcodes of all CDs and their booklets	Daily
• To create, using a Notepad file, batches of sequential barcodes of all Reserve Stock books	Daily

Additional role requirements			Yes	No
DBS check				x
Lone working			x	
Manual handling			x	
Working at height			x	
Uniform required				x
Training requirements	iHasco ID	Duration	Yes	No
Fire Awareness	415	30	x	
Health and Safety Essentials	2227	48	x	
Manual Handling	471	35	x	
Working at Height	1078	39	x	

Team Responsibilities
- Participate in team meetings when required.
- Share ideas for improvements.
- Help other employees when you have spare capacity or time.
- Help cover staffing shortfalls when required.
- Help to keep the department calm by working well and showing consideration for others.

This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by the College management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.

Health and Safety
All employees 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.

Continuous Professional Development
Caius is supportive of continuous professional development and opportunity for training and development will be provided.

Person Specification

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Department	Library
Reports to	College Librarian

	Criteria	Essential/ Desirable	Assessment Method: A - Application I - Interview T - Test
Qualifications and training	• Basic I.T. literacy is required	E	A,I
	• Full training will be given		
Knowledge, skills and proven abilities	• Ability to create and regulate stock-check batches on Notepad	E	A,I
	• Ability to evaluate an appropriate size and scale of each batch	E	A,I
	• Ability to liaise & co-ordinate effectively with Library Staff on work-flows	E	A,I
Behaviours	• Ability to work independently and alone on occasion	E	A,I
	• Ability to cope with repetitive work processes	E	A,I
	• Given the nature of the role, to be flexible on hours worked	E	A,I
	• To be conscientious and with an attention to detail	E	A,I

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