

Student Library Assistant

Job Description 2025/26

The Roy Graham Library is looking for fully registered Newbold College students committed to excellence in service delivery in the Roy Graham Library. Student Library Assistants' work shifts include evening shifts and Sundays, normally up to 10 hours a week.

The following are essential requirements:

- Permission to work in the UK
- Punctuality for work shifts
- Attention to detail
- Ability to follow instructions
- Ability to work as a team member
- Good organisational skills
- Ability to maintain a tidy work environment
- Excellent communication in English
- Excellent customer care
- Ability to maintain confidentiality
- Basic computer literacy
- Ability to use initiative

The job involves all of the following:

- Training (obligatory and ongoing)
- Shelving
- Shelf reading
- Information Desk procedures
- Assisting customers
- Basic IT troubleshooting
- Cleaning and tidying the building (including the toilets)
- Opening and closing procedures
- Miscellaneous tasks as directed

To apply, complete the Student Library Assistant Application Form 2025-2026 and return it with your CV to the Library mailbox in Salisbury Hall, or scan it and submit it by email to library@newbold.ac.uk.