



# Job Description

## Library Assistant

**Grade: 5, 0.38 FTE (currently part of job-share)**

### Department:

**Location: Wickford Store**

**Library Services, UCL LCCOS  
(Library, Culture, Collections and  
Open Science)**

**Hours of work: 14 hours/week,  
Thursday-Friday**

**This is an on-site role. It is not suitable  
for remote working.**

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### Reports to

Wickford Site Library Manager

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### Context

UCL is London's global university. LCCOS – Library, Culture, Collections and Open Science – provides outstanding staff, services and resources to support the world-class research, education and enterprise that is undertaken in UCL, and connects the world with UCL through innovative programming and engagement activities. LCCOS is acknowledged as an international leader in Open Science and Scholarship. The LCCOS family comprises four museums and allied object collections, 14 libraries, the UCL Student Centre, Special Collections facilities, multiple additional learning spaces, and a substantial off-site storage facility. We also provide comprehensive services to healthcare staff through our partnerships with five NHS Trusts. LCCOS holds the UK Customer Service Excellence (CSE) Award, The National Archives (TNA) Archives Service Accreditation, and Arts Council England Museum Accreditation. The combined staff in UCL LCCOS totals around 450. LCCOS is part of the Office of the UCL Vice-Provost (Faculties).

UCL Library Services' Wickford Store is one of 16 UCL Library sites. It holds nearly 2 million volumes (books and journals) plus the UCL Records Office material. It is situated on an industrial estate five miles from Basildon in Essex. It is a large warehouse (28,700 square feet) with modern office space. It is central to the management of important research collections and provides a daily delivery of requested items to the Science Library. It is not open to users.

The Wickford Store team is part of the Collection Strategy team and consists of 6.28 FTE staff. It is open Mon – Fri (daytime only). It provides a daily stores delivery service to the Bloomsbury campus and is responsible for ensuring that all material is stored safely and retrieved accurately.

This post is not suitable for remote working.

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### **Main purpose of the job**

- To undertake the day-to-day ongoing management of the journals held at Wickford, including the editing and maintenance of Storecheck (Excel database) and bibliographic records on Library Management System (Alma)
  - To undertake stock management as required including deduplication of journals and other projects.
  - To assist the Deputy Site Manager with e.g. generation of relevant statistical information as required.
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### **Duties and responsibilities**

- To be responsible for the day-to-day management of the journals collection at Wickford Store in line with the library's collection management policies.
- To add, edit and update journal records on Alma to the necessary standard.
- To maintain a detailed knowledge of the journal collection in order to respond to enquiries from library colleagues including cataloguers, subject liaison and site librarians, and Library Stores service colleagues.
- To be the main point of contact for enquiries from colleagues across the service in relation to Wickford Store journals.
- To ensure Storecheck is regularly updated and backed up.
- To undertake physical collection management e.g. removal and disposal of duplicate issues in line with library's collection management policies.
- To be responsible for dealing with UKRR related issues, historic, ongoing and future.
- To assist with signing in visitors and contractors when Site Manager and Deputy Site Manager are unavailable.
- Occasional opening up and closure of site as required.

## General

- Maintain an awareness and observation of Health and Safety Regulations and undertake Fire Marshal duties after appropriate training.
- Maintain awareness, and actively support the delivery, of UCL's Sustainability Strategy, policies and objectives.
- Follow and actively promote the UCL [Ways of Working](#).
- Carry out any other duties within the scope, spirit and purpose of the job as requested by the line manager.
- This job description may be reviewed and be subject to amendment in consultation with the post holder

# Person Specification

**Note to job applicant: copy and paste the following criteria into your “Statement in support of your application” and describe underneath each criterion how you meet it, giving examples. You will be scored on how you meet each criterion.**

<b>Essential Criteria</b>	<b>Assessment method (Application form/ Interview / Practical Test)</b>
<b>Qualifications, experience and knowledge</b>	
5 A*-C GCSE's or equivalent.	Application/Interview
Experience of working as part of a team.	Application/Interview
<b>Skills and abilities</b>	
Excellent team player, with a positive and proactive attitude willing to take on & share tasks as appropriate and necessary.	Application/Interview
Ability to complete repetitive tasks under pressure, accurately and with attention to detail, including data entry and filing.	Application/Test
Ability to work on own initiative and take a practical approach to problem solving.	Application/Interview
Ability to work collaboratively, contributing common goals and taking responsibility for tasks when appropriate.	Application/Interview
Ability and willingness to develop existing skills and to acquire new skills to support excellent service delivery in a changing environment.	Application/Interview

Excellent IT skills including a good working knowledge of Microsoft Office applications (including Excel).	Application/Interview
<b>UCL Ways of Working</b>	
Communicating clearly so that everyone understands your message and intention.	Interview
<b>Desirable Criteria</b>	
Experience of working in a library or information environment.	Application

**February 2026**