



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
Medieval Manuscripts Cataloguer
(8 months fixed term appointment)**

Requirement

St John's College is looking to appoint a temporary Medieval Manuscripts Cataloguer to contribute to a project to produce a new catalogue of the College's collection of 270 medieval manuscripts.

St John's College

St John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

College Aims: the College's statutory aims are the promotion of education, religion, learning and research.

Department Aims: to provide a modern, efficient and welcoming Library service for all members of the College, and for all others with valid reasons to make use of the College's library and archival collections and facilities, so enabling the College to fulfil its statutory and strategic aims.

Principal Responsibilities and Duties

Job title: Medieval Manuscripts Cataloguer (eight-month fixed term appointment)

Department: Library

Responsible to: The Special Collections Librarian

Job Purpose: To compile physical descriptions for the College's 270 medieval manuscripts as part of a wider project to create a new catalogue for the collection.

Principal Responsibilities

The primary purpose of this post is to provide detailed physical descriptions of the College's 270 medieval manuscripts to be incorporated into a new comprehensive catalogue of the collection. In order to further this aim, the Medieval Manuscripts Cataloguer will examine each manuscript in detail:

- 1) to provide a full and accurate collation for each manuscript, checking and updating the information provided by the M.R. James's catalogue published in 1913, noting in addition whether the manuscript is written on vellum or paper, and any other key characteristics of its physical construction.
- 2) to provide a description of the binding of each manuscript, noting materials, design, construction techniques, and any unique features

Person specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role, or are desirable additional attributes.

Qualifications, Knowledge and Experience:

- The Medieval Manuscripts Cataloguer must be a good honours graduate in a relevant subject
- The Medieval Manuscripts Cataloguer must have significant experience of handling medieval manuscripts
- The Medieval Manuscripts Cataloguer must be able to demonstrate a sound knowledge of codicology
- The Medieval Manuscripts Cataloguer must be familiar with the terminology and conventions used in the descriptive cataloguing of manuscripts and have relevant cataloguing experience
- The Medieval Manuscripts Cataloguer must be able to recognise binding materials, identify the structure and techniques used in binding, and be familiar with the relevant terminology

Skills, Abilities and Competencies:

- The Medieval Manuscripts Cataloguer must demonstrate accuracy and consistency in cataloguing
- The person appointed must be able to plan their own workload and manage their time effectively, ensuring that their part of the project is completed to the expected standard within the timeframe allowed
- Some flexibility is needed, as readers may book appointments to consult material at short notice, so manuscripts may become unavailable for work at unforeseen times

Terms and Conditions

Length of post: Eight-month fixed-term appointment starting on 1 November 2021

Salary: The salary for the post will be £25,835.38 pro rata

Hours of work: The hours for the post will be 36.25 per week. Exact hours to be arranged with the Librarian.

Location: The role is based in Cambridge.

Contractual benefits include:

- Membership of a pension scheme after a qualifying period (currently provided by NEST).
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week's notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.

Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than 9.00 am on **Thursday 16 September 2021**. Interviews are expected to take place during the last two weeks of September.

Information provided will be treated as confidential and processed in accordance with the College's Data Protection Policy a copy of which may be obtained from the Data Protection Officer, St John's College, Cambridge, CB2 1TP.