



JOB DESCRIPTION

Job Title:	Exhibition invigilator
Responsible To:	College Librarian – Head of Library and Archives
Place of Work:	Christ's College, Cambridge and all property owned by the College in and around Cambridge
Salary Range:	RLW – currently £13.45 per hour
Hours:	1 hour 50 minutes per week, Mondays, 9:50-11:40 Fixed term contract from November 2026 to April 2027
Holidays:	33 days annual leave (including public holidays) pro rata
Pension Scheme:	The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt in at any time.

Job Summary

Christ's College Library is seeking an invigilator to greet visitors and supervise the exhibition space while the exhibition is open to the public. The ideal candidate will be reliable and will be comfortable representing the College and the Library to members of the public. Although generally there will also be a member of Library staff present, there may be occasions where this is not possible, so the invigilator must be comfortable working alone. Please note that the Exhibition Room is up two flights of stairs without lift access.

Key Responsibilities

- Greet visitors to the exhibition, ensuring that they feel welcome but also outlining the rules of the space
- Ensure the safety and security of exhibition objects and spaces
- Answer questions for visitors, or refer them to a member of staff
- Maintain a safe environment for staff and visitors

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

Registered Charity: 1137540

Christ's College, St Andrew's Street, Cambridge CB2 3BU

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Note: the exhibition will be closed to the public on 28th December 2026 and 4th January 2027 and the invigilator will be required to take annual leave on those dates. If the exhibition needs to close to the public on any other dates, either annual leave may be taken, or equivalent duties (for example shelving, or shelf tidying in the Working Library) will be offered, or it may also be possible, by mutual agreement, to take unpaid leave.

General Responsibilities

- To undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To fully comply with all the College's policies including equality of opportunity and data protection.
- To undertake any other reasonable request or duties commensurate with your post.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Education/ Qualifications	• None	• None
Experience	• Experience working in a customer facing role	• Experience of working in the heritage sector • Experience of security procedures
Skills/Knowledge and Training	• Able to positively represent the College and the Library • Excellent verbal communication skills • Ability to communicate effectively and confidently with a range of people • Ability and willingness to enforce rules where needed	
Personal Attributes	• Reliable • Trustworthy • An interest in the College, its history and heritage	• Knowledge of Christ's College