

Practical Assistant (General/ Laboratory/ Sighted Guide) Job Description and Person Specification



Pay: £12 p/hr

Hours: Various – a range of positions are available, amount of hours dependent on student's needs, but some positions require flexibility to support during the day time, evenings and weekends, during term time and occasionally vacations.

Responsible to: Senior Disability Officer - Disability Advisory Service

About the roles:

- Provide practical and mobility support to assist a student with a physical or sensory impairment in manoeuvring between and around key study venues. This could include carrying books and equipment, helping to manipulate a wheelchair, acting as a sighted guide for a visually impaired student or supporting a student practical aspects of their course, e.g. in the laboratory. (Depending on the requirements of the role, Laboratory Assistants may be required to undertake additional Health and Safety training or induction sessions prior to commencement of the post).

Job description – main duties and responsibilities

Practical Assistant (General/ Library)

- Visit libraries on a student's behalf and at their direction in order to source references, books, journals or other study related materials and resources.
- Provide delivery of materials to the student's college or other accommodation, in an agreed format and within a specified timescale.
- Scan and copy materials on a student's behalf and email or otherwise deliver.
- Accompany this student on request to the library to locate, carry, copy or scan materials as needed.
- Help to manipulate a wheelchair if required.
- Carry books and equipment.

Practical Assistant (Laboratory)

Duties will vary depending on the individual requirements of a student and the nature of their course, but might commonly include:

- support with undertaking practical aspects of research projects
- support with setting up/dismantling equipment;
- data entry/inputting of information for analysis;
- assistance with transporting equipment and resources;
- assistance with recording data or taking notes in a lab (if required).

Practical Assistant (Sighted Guide)

To provide one-to-one mobility assistance to a student with a visual impairment, to help them to navigate between and within key study venues.

Practical Assistant Person Specification

Essential

- Punctual, well organised and reliable.
- Ability to work on own initiative, independently and to deadlines.
- Ability to use copying and scanning technology to meet student need.
- Good working knowledge of Bodleian libraries and experience of accessing libraries within a university setting.
- Good IT skills and access to a computer (sometimes resources will need to be scanned, reformatted and emailed).
- Have a positive attitude towards equality and access for people with disabilities.
- A willingness to attend training relevant to the role as required.
- For Laboratory and Sighted Guide roles, attendance at some specific training may be required before commencement of the role.

Desirable

- Evidence of training or experience relevant to working with disabled students.
- Experience of provision of student support in Higher Education or other social or educational support settings.

Employment Terms and conditions

The number of hours and days worked by Library Assistants are flexible. All relevant Library Assistants are contacted when work is available and have the option to confirm availability or not.

Successful candidates will be employed on a temporary basis through the University's Temporary Staffing Service (TSS) and will be required to work within TSS and University guidelines and in line with relevant University policies and procedures at all times, including a commitment to submit accurate records and time sheets promptly

To apply visit the [Student support opportunities web page](#) or email

nmh@admin.ox.ac.uk. We recruit throughout the year.

Other support roles available include:

- Notetaking Support – to manually take accurate handwritten or typed notes on a student’s behalf in lectures.
- Examination Support Workers – including Readers, Scribes, Prompters
- Laboratory Assistants – to support with practical aspects of a course, such as an in a lab or workshop situation.
- Sighted Guides – to provide one-to-one mobility and navigation assistance to visually/ dual sensory impaired students (training can be provided)
- Study Assistants (ASD) - to provide assistance to students with Autistic Spectrum Disorder (ASD), to support with organisation, social interaction, prioritising workload and understanding ambiguous terminology or instructions.