



Position Title:	Library Technician
Prepared:	October 2023
Reports To:	Head of Library
Prepared By:	Director of Human Resources

Position Purpose

The Library Technician is responsible for providing access to the physical and virtual library collections and services; providing the clerical and technical support, as well as reference and information services, needed for the effective and efficient running of the Cornish Library and McMillan House Library.

Specific to this current role

- Permanent part time term time, Full Time Equivalent (FTE) 0.60.
- Access to all school staff non-attendance time, that is all school holidays and inclusive of annual leave.
- Three days per week, including Fridays and two days from Tuesday, Wednesday or Thursday.
- Consideration would be given to spreading the hours over four days.

Position Status

This is a term-time only position as set out in the individual contract.

It is expected that the hours of work will be within the College's normal hours of work of 6am to 6pm. This position's specific hours of work will be by agreement with the department/section manager.

Working Relationships

The College libraries cater for students across the school from ELC to Year 12.

This position directly reports to the Head of Library and the incumbent will be working as part of the Cornish Library and/or McMillan House Library teams. These teams have teacher librarians and other library professionals who work to provide a dynamic learning environment for the College community.

Qualifications

Library technician staff should hold a diploma-level, or equivalent, qualification of Library and Information Studies and be eligible for Australian Library and Information Association (ALIA) membership.

Personal attributes:

- Commitment to service excellence for students, staff and parents
- Use of initiative and innovation to resolve problems
- Ability to work independently
- Enjoy working in a school environment and specifically with young people

- Adaptability when working in a dynamic environment
- Commitment to working in a cohesive team
- Dedication to lifelong learning ethos

Duties & Essential Job Functions

- Circulation desk duties, including readers' advisory, and ensuring a welcoming and service-oriented environment is maintained
- Proficiency with library management software (Oliver), database management and information and communication technologies
- Maintaining integrity of Oliver database, including creating, organising and managing Oliver digital content
- Book covering
- Provision of technological support and troubleshooting to staff and students
- Cover other library staff as required by mutual agreement and approval
- Maintaining the collection to a high standard – diligent shelving practice, weeding and resource repair
- Provision of research assistance to members of the school community
- Undertaking circulation procedures, including overdue resource processes
- Research of titles for the purpose of collection development
- Creation of visual displays
- Supervise small groups of students while performing normal duties
- Assist in collection, recording and preparation of information to support curriculum programs

Any other duties as directed.

Areas of speciality that may be required

- Digital curation - maintenance and development of the library's digital resources including webpages, LibGuides, databases and Oliver interface maintenance
- Reporting and data – generation of circulation, survey, website and eResource usage data and reports
- Desktop publishing – creation of promotional material such as posters, bookmarks and flyers
- Cataloguing and metadata - accessioning, cataloguing (primarily using SCIS) and processing of library materials, including periodicals, eResources, AV equipment and games
- Coeducator role – planning, preparation and delivery of library sessions in McMillan and/or Cornish libraries (Prep through Year 9) and subsequent recording and provision of student reading/borrowing feedback to English teachers

Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

St Leonard's College is committed to the safety and wellbeing of our students.

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2023*, and any subsequent Agreement.

- The College:
 - is an equal opportunity employer
 - complies with the requirements of the Privacy Act
 - has a strong commitment to Health, Safety and Wellbeing
 - will not tolerate harassment of any kind.

- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
 - Accountability – we do our work with honesty, integrity and enthusiasm
 - Performance – we perform to the best of our ability
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.