



## POSITION DESCRIPTION

<b>Position name</b>	<b>Library Assistant - Mitcham Campus</b>
<b>Employment Status</b>	Permanent
<b>Load</b>	Part-time (26.5 hours per week) Term time only
<b>Key Relationships</b>	Reporting to the Mitcham Campus Teacher Librarian

### Our Mission:

Scotch College aims to prepare our students to make an impact.

We plan to deliver consistent, outstanding innovation in our people, programs and infrastructure on a sustainable basis, in order to provide opportunities for young people to thrive and develop the awareness, boldness and versatility to make a difference in any part of the world.

We are a forward looking, externally focused, nurturing and ambitious community driven by a powerful sense of the wellbeing of our stakeholders, so that the wellbeing of others may be enhanced. Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish, be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Key to the achievement of this vision is the College's strategy of attracting and retaining the best people whose values align with Scotch.

### Position Overview:

As our Library Assistant you work collaboratively with the Teacher Librarian, Leaders and staff to efficiently deliver library services. You are client focused, agile and adaptable, demonstrating personal commitment to excellence and service delivery. Skilled in a range of administrative, resourcing and library services you positively contribute to the operations including administrative support, e-resources, cataloguing, resource acquisitions and circulation.

### Key Responsibility Areas:

#### 1. Library Operations

- Ensure the Library is a warm and welcoming environment for students, staff and the community
- Actively maintain the library collection, ensuring resources are accessible in good order and are relevant
- Attention to detail when filing and shelving resources
- Assist librarian during lesson delivery, with circulation including returning, assisting borrowing and issuing of items
- Use reporting module to compile lists of overdue items, and issue overdue or recall notices accordingly
- Accession, catalogue using SCIS and process resources including covering and labelling materials as required
- Attend to and/or assist the Teacher Librarian with telephone, email and resourcing enquiries
- Locate and issue resources in response to staff requests
- Distribute and follow up Scholastic Book orders
- Assist with Library displays

- Assist with digital displays using Vivi, including weekly displays, College Tours, and events such as Book Week
- Assist with the organisation and maintenance of the Gilchrist Library Dashboard
- Coordinate Premier's Reading Challenge, including data entry and sorting & distribution of certificates & medals
- Coordinate Lexile (Literacy Pro) data import.

## 2. *Work Health Safety and Wellbeing*

- Ensure that all equipment is in a safe working order and as required tag equipment not safe to use until repaired, secure the equipment until sent to repairer and arrange maintenance and repairs.
- Follow safe working procedures for all equipment and processes, particularly manual handling.
- Perform minor cleaning as required and report major cleaning deficiencies.
- Ensure work area is maintained in a tidy and professional appearance.
- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others.
- Report all accidents, incidents and hazards to their supervisors as soon as is practicable.
- Read and abide by all WHS policies.

## 3. *General*

- Contribute to efficient and effective administration of the library by undertaking a range of clerical tasks, a variety of software and other library technologies
- Attend whole staff meetings and others as required.
- Organisation of set up for school functions.
- Undertake other duties as required.
- Demonstrate a commitment to professional learning in relation to the requirements of this role.

## **Key Selection Criteria: Qualifications, Skills and Experience**

### *Essential qualifications, skills and knowledge*

- Relevant post-secondary qualifications (ie Library Studies).
- Intermediate competence in Word, Library Operating System, Internet Searching and Databases.
- Broad knowledge of children's literature.
- A passion for working with children.
- Familiarity with the Australian Curriculum.
- Library experience is essential.
- Current Certificate in Reporting Abuse and Neglect – Education and Care.

### *Highly Desirable*

- Practical experience working in a school environment.

## **Key Selection Criteria: Personal Attributes**

- Exceptional interpersonal skills and the ability to relate to students and parents from a range of different backgrounds.
- Experience working within a library environment.
- An ability to work as an effective and constructive team member.
- A passion for reading and/or children's literature.
- Energetic, and patient and enjoys a lively work environment.
- Ability to cope with the physical demands of the job.
- Reliable and diligent.
- Superior verbal and written communication skills.

- Ability to work independently with superior organisational skills, ability to set goals and prioritise work, and capacity to manage multiple, simultaneous tasks.
- Self-motivation in setting and accomplishing tasks.
- Ability to quickly acquire new skills including computerised systems.

### Conditions of Employment:

- All staff are responsible for ensuring that the data they collect, access, or retain is done so within the requirements of the College Privacy Policy.
- Must be eligible to work in Australia.
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures.
- Willing to work out of hours if the role requires.
- Position is employed under the terms and conditions of the College's Enterprise Agreement.
- Successful applicant will be required to take annual leave during the Christmas New Year closure period as determined by the Principal.

### Finally

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the school commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

**Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.**