POSITION INFORMATION DOCUMENT

Title: Library Assistant, Senior School

Location: 2 Manresa Court, Athelstone SA 5076

Classification: Education Support Officer (Resources) – Grade 3

Employment Status: Permanent Part Time

Reports To: Functional Manager: Teacher/Librarian

Line Manager: Head of Business

Hours: 30 hours per week

40 weeks per school year

Flexibility of working hours and or additional hours will be required during peak work periods.

Duty Statement

The Library Assistant working under the direction of the Teacher/Librarian will assist in the effective and efficient management of the Senior School library. They will assist with the implementation of effective library and information systems and programs that contribute to the development of lifelong learning. They will assist with the provision of library and research services for the Senior School and maintenance of the Senior School Library, its collections and resources and be guided by the values of the Ignatian tradition.

The Library Assistant will have highly developed knowledge, skills and capacity for self-directed application of appropriate techniques and equipment required to perform highly complex tasks involving substantial applied theoretical knowledge and interpersonal skills. The Library Assistant may perform complex tasks without supervision or engage in some supervision of the work of others (including a volunteer parent or student helpers).

Duties undertaken in the role of Library Assistant

- To have a knowledge of information, resources, technology and library management.
- To have an understanding of the principles of and promote lifelong learning.
- To have a knowledge of a range of resources available to support curriculum, including online catalogues, interactive multimedia, the internet and electronic databases.
- To collaboratively work with the Teacher/Librarian, Heads of Departments, Middle Years Subject Coordinators and teachers by researching and locating relevant curriculum resources to support curriculum programs.
- To assist individual staff and students in retrieving information and to use a range of resources and technologies.
- To assist with the cataloguing of library resources, including print and electronic reference resources, fiction, teacher reference resources and periodicals.
- To manage the Library Circulation desk, as required.
To have a working knowledge of and assist with the operation of the Library Management System, Oliver, as well as the internet and online databases, in order to assist students with their research, as required.

To effectively use the Schools Catalogue Information Service to catalogue new print resources and process them as required.

To assist with loans/returns/borrower registrations.

To prepare resources to shelf-ready stage, including processing, mending/reparing items.

To assist with the correct shelving/display/storage of library resources.

To assist with routine enquiries and the location of resources face to face, via telephone or email.

To respond to student enquiries regarding computers, printer, photocopier and maintain supplies to the latter.

To apply established standards to the storage, maintenance and preservation of library materials and to ensure the effective operation of the library.

To assist with the review of all holdings of the library and dispose appropriately of outdated and obsolete resources.

To assist with the preparation of displays, promotional materials, special events and activities to support student learning and reading.

To assist with the conducting of an annual stock take and audit of the library’s resources.

To positively contribute to and work as an effective team member and have demonstrated a strong commitment to professional development.

To assist with any public relations requirements as required.

To attend Library meetings, General Staff Meetings and other activities as required.

To supervise students working in the Library before and after school and at lunchtimes.

To provide clerical support to the Teacher Librarian as required.

To manage the Clickview system, including adding programs, maintaining content, liaising with teachers regarding requests for new content and assisting teachers and students with various functions within Clickview.

To liaise with IT Services to maintain ClickView functionality.

To catalogue and process AV resources.

To manage and distribute audiovisual materials and operate and maintain audiovisual equipment, including video, DVD, tape and film.

To assist with obtaining required items via other schools, video shops, etc.

**Workplace Health and Safety:**

- Staff of Saint Ignatius’ College are expected to take reasonable care of their own WHS and that of others in the workplace. They are required to accept responsibilities which arise in the course of performing their work.

**PERSONAL REQUIREMENTS:**

*Essential Minimum Requirements*

- To have an understanding and ability to demonstrate practical support of the ethos of the Jesuit Education surrounding Saint Ignatius’ College

- To participate and complete the Ignatian Induction and Ignatian Formation Programs

- To possess or be willing to obtain a police clearance and complete Responding to Abuse and Neglect training

- To have a demonstrated ability to prioritise workload and to meet tight deadlines with competing priorities
- To demonstrate patience, sensitivity and flexibility when dealing with a range of situations and people, including the ability to respond to staff and student needs
- To have a demonstrated ability of excellent written, interpersonal, communication and public relation skills
- To ensure high levels of confidentiality are maintained
- Flexibility in the approach to work practices and management strategies
- Demonstrate efficient organisational skills and initiative
- To have the ability to work independently with minimum supervision as well as the ability to work collaboratively and to encourage positive team commitment and contributions through his/her own commitment, enthusiasm and energy
- To have experience and skill in the use of information technology to achieve work outcomes with a strong understanding and knowledge of the Microsoft Office suite of applications
- To be flexible with working hours and duties.

**Desirable Characteristics**

- Experience working in a similar role in a school

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**ACKNOWLEDGEMENT OF DOCUMENT**

Signed: ___________________________ Date: / / 

Functional Leader

Signed: ___________________________ Date: / / 

Staff Member