POSITION DESCRIPTION

POSITION: Library Technician

ORGANISATIONAL UNIT: Professional Services

POSITION STATUS: Part-time (approx. 0.6 FTE over 3 days); fixed-term appointment for Semester 2, 2020

KEY RELATIONSHIPS: This position reports to the Head of Library in the first instance. All positions at the School ultimately report to the Principal.

PRIMARY FOCUS: The Library at CGGS operates as a community hub with relaxed, casual areas and quiet study zones. The Library promotes a strong reading culture through the various bookclubs, writing clubs and the Literature Tour. An Information Literacy program is delivered via the Library Portal with both online and book resources encouraged. The Library Technician role will demonstrate flexibility with varied hours in both the Senior and Junior Libraries. A demonstrated experience with Library Management Systems and a broad knowledge of contemporary and classic writing, including children’s, young adult fiction and senior fiction is essential.

DATE: July 2020

CAMBERWELL GIRLS GRAMMAR SCHOOL – EDUCATING TOMORROW’S WOMAN

Our Vision
A leader and innovator in the education of girls, dedicated to fostering a passion for learning and building a more just and sustainable world.

Our Mission
A Christian school in the Anglican tradition, inspiring girls in their love of learning and nurturing compassionate leaders with global mindsets.

Our Values
We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

Our Strategic Pillars
- Inspired Learning
- Global Citizenship
- Development of the Whole Person
- Leadership in Educational Practice
- Connected Community
- Operational Excellence

Our Motto
‘Utilis in Ministerium’ (Useful in Service)
CAMBERWELL GIRLS GRAMMAR SCHOOL - CHILD SAFETY COMMITMENT

All students who attend Camberwell Girls Grammar School (CGGS) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by CGGS in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

STAFF OBLIGATION TO CHILD SAFETY

All staff at Camberwell Girls Grammar School (CGGS) take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 “Child Safe Standards – managing the risk of child abuse in Schools”. The CGGS Child Safety Commitment is incorporated into the School’s employment cycle from recruitment and reference checking to induction, 6 and 12 monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Mandatory Reporting Policy being read, understood and adhered to.

CHILD SAFETY EXPECTATIONS FOR PROFESSIONAL SERVICES STAFF

Professional Services staff, including the Library Technician, must ensure that a child safe working environment is provided at all times. Every interaction that a professional services staff member has with a CGGS student must be conducted with child safe standards in mind, having understanding for the CGGS child safe policies and procedures. This specifically relates to all student interactions in the office, classroom, outdoors, other School buildings, excursions, events, camps and parent involvement activities.

KEY INTERNAL CONNECTIONS

Reporting directly to:
- Head of Library

Associated Relationships
- Principal
- Library Staff
- Professional Services Team
- Junior and Senior School Teaching Staff

KEY DUTIES & RESPONSIBILITIES

1. Library Administration
   - Manage and maintain cataloguing and processing of new resources
   - Manage all circulation duties of the Library, including borrowers, reserves, overdues, reports, maintenance
   - Maintain the Libraries book collections and systems, including the Library Portal
   - Assist the Head of Library and JS Library Teacher with collection development, accessing, ordering
   - Print support, laminating and binding of teacher and student resources
   - Ensure all book covers are well maintained
   - Manage and maintain the student book ordering system
   - General administration duties
2. **Reading and Research Promotion**
   - Participate in the Library’s encouragement of reading programs by preparing and delivering book recommendations, genre suggestions, visiting author programs in both Junior And Senior Libraries.
   - Participate in supporting student and staff research of databases and online resources through the Library Portal.
   - In conjunction, assist the Head of Library with the Library’s Bookclub programs:
     - Planning and organisation of events and activities
     - Assist with preparing resources for Book Club events
     - Liaise with Literature Captains to promote and encourage participation in Bookclubs:
       - Promoting various events and activities to the School and its wider community
       - Liaise with the Head of Library to develop and implement new initiatives

3. **Other duties as appropriate to the position**
   - There may be occasions where the Library Technician will be required to complete tasks in addition to those listed above. This will require flexibility of hours to accommodate working across both School campuses and evening events.

**PROFESSIONAL EXPECTATIONS**
- Have a shared responsibility for risk identification of child abuse, and be well-prepared in how to respond to child safety concerns.
- Be responsive and maintain respectful communications and collaborative relationships with the CGGS community.
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings.
- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy.
- Be a positive voice of support for the School with existing and prospective families, staff and others in the community.
- Conduct themselves with professionalism at all times and in line with the CGGS Code of Conduct.
- Meet expectations as set out in the Staff Handbook.
- Attend all relevant staff meetings as scheduled according to part time load.
- Participate in the School Review process in order to continuously improve knowledge and practice.

**KEY PERSONAL ATTRIBUTES**
- Loyalty to the school, students and staff, and commitment to the promotion of continuous improvement and a positive and supportive School culture.
- The ability to be discreet and maintain confidentiality, whilst cultivating credibility and honesty.
- The ability to work collaboratively in a team.
- The ability to be self-motivated, to work autonomously and be proactive.
- Highly organised and resourceful.
- Positive and flexible attitude.
- Enthusiasm and energy.
- Attention to detail.
- A warm and friendly disposition, with a tactful and diplomatic approach.
- Commitment to achieving best practice.
- High standard of personal presentation.
- Alignment with the School Values.
KEY SELECTION CRITERIA

Essential Criteria:
- Professional, strong and effective communication skills
- Be highly computer literate and be able to use online programs, apps and databases
- Able to interact proactively with staff at all levels including management
- Conceptual, analytical and problem solving skills
- Well-developed organisational and administrative skills, including strong attention to detail, demonstrated ability to set priorities and meet deadlines
- Demonstrated effectiveness in contributing to a small team, including the ability to review and improve workplace practices
- Proactive, self-starting, able to initiate action and influence events
- Adaptable and receptive to new and contemporary ideas and ways of operating

Desirable Criteria:
- Experience with the Oliver Library Management System will be highly regarded
- Experience in a library and or educational environment is preferable.

QUALIFICATIONS

Essential Criteria:
- Working with Children Check
- National Criminal Record Check

Desirable Criteria:
- Further training or qualifications in Literature and/or Library Services
- First Aid qualification

APPLICATIONS

Please send your application via email to:

Mrs Erin Colwell/Mrs Fiona Lear
Director of Human Resources
employment@cggs.vic.edu.au

Closing Date:
5.00pm, Wednesday 8 July 2020

N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.