



SOMERVILLE HOUSE

HONOUR BEFORE HONOURS

Library Assistant – Seymour Library

Position Description

Applications are invited for this permanent part-time, term-time only position, commencing 21 January 2019.

About Us

Somerville House, a day and boarding school for girls established in 1899, is a landmark in education, providing exceptional education for students from Pre-Prep through to Year 12. Somerville House students have the opportunity to participate in an extensive academic, sporting and cultural program, while receiving high standards in personal care and individual attention within the School community.

Somerville House is a school of the Presbyterian and Methodist Schools Association (PMSA). The PMSA is a mission of the Presbyterian and Uniting Churches.

About Seymour Library

The Seymour Library was officially re-opened in March 2018 after undergoing substantial refurbishment. It is a light-filled space across three levels catering for the needs of Academic Staff and students from Years 7 to 12 in the Middle and Senior Schools. The Library collection includes access to a range of electronic resources via subject specific, academic, online databases, a large, current, print collection, ebooks, DVDs, a digital repository of video content and a variety of devices and technology equipment which enhance the student learning experience.

Somerville House Libraries are an integral part of the School community, providing a welcoming environment which supports teaching and learning, student wellbeing and encourages a love of reading. Somerville House's library services rely heavily on a cohesive team of library staff working cooperatively to provide a high quality service to both staff and students.

Working Arrangements

This is a part-time position (30 hours per week) during school term-time. The successful applicant will be required to work 7½ hours per day, four (4) days per week on Monday, Tuesday, Thursday and Friday, commencing 21 January 2019. Actual hours of work each day will be negotiated with the Head of Library Services to ensure Seymour Library operational hours of 7:00am until 6:00pm are covered.

Term time employees are required to work one (1) additional week prior to the commencement of the new school year and one (1) additional week directly following the end of the school year.

Reporting Relationships

This position reports to the Head of Library Services, and the Principal thereafter.

Seymour Library Duties

Duties and responsibilities include:

- Providing excellent customer service while issuing loans, returning and renewing items, maintaining reservations, undertaking financial transactions and registering borrowers
- Contributing to Library user's access to information by determining their requirements, providing information about services and facilities and referring appropriately

- Maintaining excellent presentation of the Library spaces, resources and equipment to ensure a welcoming and safe library environment and to maximise the use of resources (including shelving and shelf checking)
- Providing accurate and straight forward guidance and troubleshooting assistance to staff and students in relation to photocopying, printing and scanning; Create engaging displays promoting library resources and services in collaboration with other Library Staff
- Undertaking end processing of library resources in preparation for borrowing
- Other duties as required with direction from the Head of Library Services.

Selection Criteria

The position of Library Assistant requires a person with demonstrated excellence in client service, who is self-directed for the majority of daily duties. Competence with using AV and IT equipment is essential. The Seymour Library is a busy environment and this position requires a person who has excellent interpersonal skills and a willingness to assist staff and students.

Essential Requirements

- Demonstrated experience in a school library or similar.
- An enthusiastic and engaging approach to providing excellent customer service.
- Well-developed oral and written communication skills.
- Demonstrated ability to produce accurate work and to manage competing priorities.
- Well-developed knowledge and skills in Library technologies with the ability to assist customers in the use of such technology.
- Demonstrated ability to work as both a team member and independently.
- Demonstrated commitment to learning and continuous self-improvement as well as a positive approach to change, flexibility and adaptability in the work environment.
- Demonstrated ability to undertake the physical requirements of library shelving tasks
- Ability to maintain total confidentiality and observe professional boundaries
- Demonstrated initiative in resolving problems
- High standard of personal presentation
- Punctual, reliable and flexible
- Current Working with Children Blue Card or ability to obtain one.

Conditions of Employment

The salary, terms and conditions of employment are in accordance with the Presbyterian and Methodist Schools Association (PMSA) Enterprise Agreement 2017, as varied or amended from time-to-time. This position is classified as Level 3 of the School Officers' Scale.

Application Requirements

All applications must include the official *Employment Application Form for Non-Teachers* (**available under the 'Careers at Somerville House' section of our website**), as well as a current Curriculum Vitae, and the contact details of three (3) professional referees.

Applications will be treated as confidential and must be forwarded by email to employment@somerville.qld.edu.au, addressed to Dr Ness Goodwin, Principal, Somerville House.

Applications close 9:00am Friday 7 December 2018.