DUTY STATEMENT

POSITION: Library Assistant
STATUS: Permanent Part time Position
TIME: 26.5 Hours per wk during Term Time Only
SECTION: Resources
LOCATION: Mitcham Campus
CLASSIFICATION: Educational Support Officer (Level 3)

POSITION CONTEXT:
Scotch College is a Preschool to Year 12 co-educational day and boarding school affiliated with the Uniting Church of Australia. Enrolment is comprehensive with approximately 800 students. This includes up to 80 boarders, and up to 45 international students. The College is organised into three schools, the Preschool and Junior School (Years R to 6), the Middle School (Years 7 to 9) and the Senior College (Years 10 to 12). The College has a specific ICT focus with all students from Years 7 to 12 using notebook computers in the classroom.

LINE MANAGEMENT
- Reports directly to the Teacher Librarian
- Administratively responsible to the General Manager Finance & Administration

COLLEAGUES:
- The Resource Centre has one Teacher Librarian.
- Liaises closely with all staff members of the College.

1 JOB PURPOSE
Assist the Teacher Librarian in the operation of the Mitcham Campus Library and in the absence of the Teacher Librarian assume responsibility for the day-to-day operation of the Library. Perform all general library tasks including book processing, circulation, using an online database to download catalogue records and cataloguing. Provide other administrative assistance as required.

2 DUTIES AND RESPONSIBILITIES

1. Daily library operations
   - Maintain, sort, issue and receive library items
   - Sort material according to classification or catalogue numbers and return library materials to shelves or other storage areas
   - Regularly shelf check resources
   - Maintain and tidy main Library and teacher resources
   - Issue items from library collection to borrowers
   - Check records to compile lists of overdue items
   - Issue overdue notices monthly
   - Inspect returned items for damage and make minor repairs where required
   - Issue barcodes to borrowers
• Answer telephone enquiries
• Assist librarian with information enquiries
• Locate and issue resources in response to staff requests
• Assist with stocktake of library materials
• Assist and advise borrowers in their choice of material
• SCIS importing
• Assist with processing new books and maths equipment
• Ensure iPads are charged and ready for use daily
• Deliver and pick up boxes of books
• Distribute and follow up Scholastic Book orders
• Load and maintain photocopier/printer regularly and troubleshoot any problems
• Assist with Library displays
• Data entry Premier’s Reading Challenge

2. **Maintaining a safe and tidy work environment.**
   • 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.
   • Perform minor cleaning as required and report major cleaning deficiencies.
   • Ensure work area is maintained in a tidy and professional appearance.

3. **Assume responsibility for Resource Centre in Teacher Librarian’s absence.**
   • Ensure that during any absence of the Teacher Librarian that the level of service to users of the resource Centre is maintained to a high standard.
   • Check and authorise payment of accounts if necessary to ensure payment is made within payment terms.

4. **Other Support**
   • Relieve and or assist in the Junior School Resource Centre as required.
   • Assist other staff in the operation of general office equipment.
   • Provide other administrative, clerical and/or typing support as required.
   • Supervision of students in the absence of the Teacher/Librarian
   • Provide lunch cover for other ESOs
   • Administrative support to Specialist Teachers as required
   • Organisation of catering and set up for school functions
   • Yard duty as required

**SPECIAL FEATURES OF THIS POSITION:**
• Some out of hours work may be required.
• All applicants must have a DCSI Police Check and have completed or be willing to undertake at a time determined by the College, training in Reporting Abuse and Neglect and Basic First Aid.
TERMS AND CONDITIONS OF EMPLOYMENT

- The successful applicant will be employed under the terms and conditions of the College’s Enterprise Agreement.
- This position is Term Time Only (approximately 40 weeks per year), pro-rata annual leave to be taken during January each year. Salary may be annualised.
- From time to time it may be necessary to change the conditions of your employment to meet the needs of the school. If any such changes are necessary appropriate consultation will occur.

QUALIFICATIONS AND EXPERIENCE:

- Relevant post secondary qualifications (ie Library Studies).
- Intermediate competence in Word, Library Operating System, Internet Searching and Databases
- Broad knowledge of children’s literature
- Familiarity with the Australian Curriculum
- Library experience is essential

PERSON SPECIFICATIONS:

- 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
- A sense of humour appropriate to the role.

Approved by the Director of Human Resources – 21 August 2014