

## Position Description

### Senior Library Technician

<b>Position Title:</b>	Senior Library Technician
<b>Reports to:</b>	Head of Libraries, Campus Librarian
<b>Campus:</b>	Traralgon
<b>Time Fraction:</b>	Full time
<b>Classification:</b>	Curriculum Resource Services (with School Holidays)

The following position description is intended to give the prospective applicants an overview of the intended position only. It is not intended to be an exhaustive summary of tasks and duties. It is expected that specific tasks and functions will change from time to time in line with School's operational structures and programs.

#### Primary Purpose

Under the Head of Libraries and the Campus Librarian, the Senior Library Technician contributes to a range of services to enable full and effective use of library spaces and resources. St Paul's three libraries are located at the Warragul Secondary School, Warragul Junior School and Traralgon Campus.

The libraries support teaching and learning for campus staff and students but also form one service, with a shared library management system and resources, with staff collaborating and communicating as a team. The Senior Library Technician's main focus is support to students and staff accessing resources and the library space via the service desk, phone/email and School based ICT. They are responsible for the day to day operation of circulation, resource processing and library bookings.

#### Freedom to Act / Autonomy

This position has a degree of autonomy in routine operations within the Library. Matters relating to the Library are discussed with the Head of Libraries and Librarian during scheduled meetings. The Senior Library Technician will apply suitable discretion in handling confidential matters and will at times need to determine when to refer matters to the Head of Libraries and Librarian.

#### Key Duties and Responsibilities

The duties below are indicative of the types of functions that the Senior Library Technician will undertake as part of the role.

##### Library technical services

- Use and maintenance of the library management system, Oliver
- Administer Campus loans and overdue procedures and assist other campuses as needed
- Catalogue resources onto the library management system using SCIS
- Reports and basic troubleshooting on Oliver
- Contribute to borrower account creation and maintenance
- Development and maintenance of procedures

#### Resource development and management

- End process and manage library resources including print, digital, AV, equipment and devices.
- Assist with weeding the collection and stock take
- Assist with resource ordering

#### Teaching and Learning Support

- Advise on collection and available resources
- Assist staff and students with information searches
- Assist with planning and preparing displays
- Provide reading advisory for young adult, children's and staff literature
- Develop and promote resources, events and library services on Schoolbox

#### User services

- Staff library services desk
- Manage library bookings
- Provide first tier IT troubleshooting support to teachers and students
- Maintain the library space including opening closing procedures, setting up for classes and shelving
- Facilitate the use of library facilities
- Attend Library staff meetings
- Supervise student groups and volunteers under the direction of the librarian
- Other library duties as required

#### Internal Contacts

- Head of Libraries
- Campus Librarians
- Library Technicians
- Director Information Services
- Head of School/Year/Faculty
- Teachers
- Students
- Accounts Payable
- IT Staff

#### External Contacts

- Library Management Software Supplier (Softlink)

#### Key Attributes Required for this Role

- Excellent communication skills
- Service oriented
- Process and procedure driven
- Embraces change and challenges
- An interest in literature and reading.

- Commitment to professional learning
- Strong team focus and able to work autonomously
- Strong knowledge and skills in ICT
- Problem solving

### **Qualifications and Experience**

Required:

- MS Office proficiency
- Purchasing and ordering skills

Preferred:

- Library experience, preferably in schools
- Experience in the use and administration of Library management system (preferably Oliver)

### **Applicant Requirements**

To apply for this role you should have or be willing to obtain:

- A valid Working with Children Check
- Complete the St Paul's Anglican Grammar School Child Protection Training.

### **Conditions of Employment:**

Conditions of employment are set out in the St Paul's Anglican Grammar School Enterprise Bargaining Agreement. The role is subject to a six-month probationary period.

#### **Child Safety Statement**

St Paul's is a child safe employer and is committed to the welfare of children and their protection. The School has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the School's Child Safe Policy and Code of Conduct. St Paul's performs thorough assessments of potential and existing employees in accordance with this policy. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

St Paul's has zero tolerance of racism and it is an expectation that staff and volunteers will act on incidents of racism. It is also an expectation of the School that all staff and volunteers will support children to express their culture and enjoy their cultural rights.

St Paul's is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

## Information for Applicants

St Paul's Anglican Grammar School is a multi-campus Independent School with campuses located in Warragul and Traralgon in West Gippsland.

The Warragul campus is approximately 100kms from Melbourne and the Traralgon Campus 175kms.

The School has approximately 1400 students and 240 staff across both locations.

The AITSL National Professional Standards for Teachers serve as a guide for our expectations for our School Leaders and teachers. Staff are expected to demonstrate strong ICT skills in teaching, communication and administration.

Staff at St Paul's Anglican Grammar School are expected to support the Anglican ethos of the School and be actively involved in school life including **co- curricular activities**.

We pride ourselves on the quality of teaching and learning at St Paul's. All teachers are involved in Professional Learning Programs (PLP), working together in small groups to enhance their students' learning outcomes whilst knowledge sharing. Staff are encouraged to attend external and internal Professional Development to enhance their teaching.

St Paul's has an Enterprise Bargaining Agreement which includes conditions of employment for teaching and non-teaching staff.

Detailed information about St Paul's can be found on other parts of our website.

## Applications

Electronic lodgment of applications is preferred.

Applications should include a cover letter, resume, the details of two referees and be addressed to:

Ms Ann Wilson  
Human Resources Manager  
[hr@stpaulsags.vic.edu.au](mailto:hr@stpaulsags.vic.edu.au)

Thank you for your interest in employment at St Paul's Anglican Grammar School.