



## Library Assistant

### Role Statement:

The Library Assistant is accountable to the Library and Information Services Co-ordinator for the provision of curriculum support for teaching staff and students.

### Essential Criteria:

- Highly developed English oral and written communication skills, which are effective in liaising with a wide range of people.
- Highly developed interpersonal skills with a demonstrated ability to establish effective working relationships with people from a diversity of backgrounds and the ability to liaise with all levels of staff, students, parents and wider community.
- Strong organisational, time management and record keeping skills and a flexibility to meet varying workloads at different stages of the year.
- Highly developed ICT skills and ability to use information and communication technology to manage assigned tasks. Proficient in Microsoft Office applications and a willingness to learn and be prepared to work with the school database system.
- Behaves ethically, reflects positivity, demonstrates a growth mindset, has a commitment to continuous professional development and contributes to the school's ethos and community life.

### Responsibilities

The Library Assistant provides Resource Centre support for staff and students and contributes to improved educational outcomes by assisting with:

- Manning the circulation desk - issue, return, renewal and reservation of resources; assisting students with finding books, using the photocopier; helping to check that students are following library guidelines.
- Shelving books, checking their order and tidying shelves/furniture.
- Keeping records of newspapers and magazines received (and reporting any missing or overdue issues to the librarian). Displaying them and keeping back issues in order.
- Entering catalogue records for new resources received; amending and updating records for resources and students and printing and distribution of overdue reminders.
- Unpacking of book deliveries and cross-checking with orders and invoices.
- Preparing new books for circulation - stamping with library stamp; attaching return-date sheets, barcoding and attaching spine labels
- Supervision of students during student recess and lunch periods.
- Helping with the ordering, checking and distribution of books ordered by students and staff from the Book Club.
- Assisting with stock checks.
- Carrying out other tasks as may be requested by the Head of Information and Innovation Services and Heads of Division.

Professional responsibilities include:

- Being a passionate, knowledgeable and proactive leader with a commitment to wellbeing practices and positive psychology in education (i.e., PROSPER).
- Contributing to a safe, healthy working environment through compliance with relevant Health and Safety legislation.
- Seeking and undertaking professional development opportunities as needed.
- Participating in a performance management process as part of ongoing professional development.

### Working Arrangements:

This is a full-time position. Working hours will be Mondays to Fridays, 7:45am to 4:15pm, with a ½ hour lunch break, or such other hours as may be agreed with the Head of Finance and Operations.

*Flexible working arrangements and out of school hours attendance at school functions may also be required from time to time.*

*The above Duty Statement is set out as a guide only and is by no means exhaustive.*