



# PEDARE

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## **Education Support Officer [Library Support Assistant] Position Description**



<b>College Department</b>	Library (One College R-12)
<b>Job Title</b>	Education Support Officer (Library Support Assistant)
<b>Tenure and Classification</b>	Permanent position, 1.0 FTE, Grade 3

## **Job Specification**

### **CONTEXT AND BROAD PURPOSE OF THE POSITION**

The Library Support Assistant will assist in the efficient operation of the R-12 College Library of Pedare Christian College by assisting staff and students to search for and locate information, by maintaining the library computer systems, and by assisting in the daily operation of the Library.

A review of the duties will be undertaken on an annual basis.

### **KEY RELATIONSHIPS**

Internal:

- Teacher Librarian (line management)
- Teachers
- General staff
- Students

External:

- Parents / Caregivers
- Thiele and Gleeson Library Staff

### **TERMS AND CONDITIONS OF EMPLOYMENT**

- This is a 1.0 FTE, permanent position, commencing as soon as possible
- Hours of work will be 9:00 am – 5:00 pm, 5 days per week. Some work may be required outside normal working hours. Overtime, as negotiated and agreed, will be paid
- The salary and conditions of this position are subject to the current Pedare Christian College Enterprise Agreement

*The Library Support Assistant will:*

- Under the direction of the Teacher Librarian, contribute to the efficient operation of the R-12 College library which includes the Book Room by :
  - Assisting in the daily operation of an efficient library service to staff and students
  - Assisting staff and students to search for and locate information or resources
  - Processing and cataloguing new resources, textbooks, and equipment including downloading and using SCIS records.
  - Assisting in the circulation process of resources and textbooks
  - Assisting in the maintenance of resources, textbooks, and equipment



- Assisting in the management and maintenance of the library management computer system and providing assistance to users
  - Assisting with the administration and organisation of Clickview and providing assistance to users
  - Assisting with stocktakes, events, and displays
  - Assisting with the issuing of textbooks to students throughout the year and particularly at the start and end of each term/semester/year
- Supervise students Year 6 -12 who access the library after school hours until 5:00 pm.

Other duties will include:

- Provide release for other Education Support Officers when required across the relevant schools
- Ensuring and maintaining a safe work environment in accordance with the Work, Health & Safety Act (*Cth*)

Any other reasonable duties as directed by Management.

### **GENERAL**

- Maintain confidentiality in regard to College and staff issues
- Display appropriate conduct when in public and in the company of parents/students at out-of-school functions
- Attend official College functions, meetings and events as required
- Adhere to College policies and procedures
- Contribute to staff devotions and worship events through attendance and involvement
- Show collegiate support of management and other staff

### **SKILLS & QUALIFICATIONS**

- Knowledge of automated Library Management Systems in particular the Access-it Library system
- Knowledge of Google Suite
- Provision of an original Working With Children Check [WWCC]
- Hold a current or be willing to undertake to obtain a Responding to Risks of Harm, Abuse & Neglect (Education) Certificate

### **REQUIRED**

- Work experience in school library support or in similar duties in a school or comparable business environment
- Outstanding customer service skills and a demonstrated commitment to undertaking what is required to ensure library users are assisted with locating appropriate resources and information
- Strong organisational and interpersonal skills, including the ability to manage information and correspondence with confidentiality, discretion, and diplomacy
- Excellent written, verbal, and electronic communication skills



- A proven track record in building positive relationships with a range of people
- An ability to work in a team environment and to be flexible and supportive of others
- An ability to think laterally and a willingness to embrace change
- Knowledge of WHS principles and their application in the workplace

**PREFERRED**

- Knowledge of Children's and /or Young Adult Literature
- Knowledge of information Literacy and Information Skills
- Experience in similar duties in a school environment preferred
- Library Technician equivalent certificate in relevant studies.