



Library Assistant Position Description

Position Title:	Library Assistant
Reporting To:	Head of Library
Employment Status:	Part-time, ongoing, 3 days per week
Commencement:	Term 4, 2024
Performance Review Period:	6 months

Purpose of the position

The role of the Library Assistant is to provide assistance to and support for the Head of Library. Interaction with staff and students is a major component of this role.

The role is part-time and will cover 3 days per week across the standard school term.

St Andrews Christian College has a commitment to child safety and has zero tolerance for child abuse.

Every person working within the St Andrews Christian College community is responsible for the care and protection of students and reporting information about child abuse.

Key Responsibilities

Library Support

- Cataloguing and processing of resources;
- Circulation desk duty;
- Managing the Library Catalogue and supporting its use by students, where required ;
- Circulation of equipment;
- Assistance to students with basic research methods, including use of online databases;
- Induction of new students, where required;
- Assistance to students with iPads and Laptops and directing to IT support, where required;
- Shelving Library stock;
- Processing – particularly barcoding, stamping, spine labelling and covering;
- Assistance with photocopying and printing;
- Maintaining the overdue system;
- Repair damaged books;
- Liaising with teaching staff to identify needs and to assist with topic selection;
- Assisting teaching staff with location and relevance of resources;
- Supporting the Head of Library with appropriate supervision of students using the library (including before and after-school study supervision);
- Assistance with stocktaking resources in the library;

- Assistance with stock maintenance including culling and purchasing;
- Meet regularly with the Head of Library;
- Taking Primary School library classes with assistance from Classroom teachers;
- Liaising with parents (organising shelving and covering rosters);
- Other duties as determined by the Head of Library.

Other Duties

- Assist in supervision of VCE Examinations;
- Answer phone calls and emails;
- Lead staff devotions as required;
- Attend Staff meetings as required;
- Other duties as requested by the Head of Library.

Key Selection Criteria

- An active, strong personal Christian faith and regular attendance at a Christian church;
- Previous experience in a similar role;
- Excellent organisational and time management skills;
- High-level communication skills both written and verbal;
- Demonstrated usage and commitment to learning technologies;
- Demonstrated understanding of the needs of students in the learning area;
- Effective and timely administrative support;
- Be familiar with, and supportive of the values and ethos of the College;
- Provide a Working With Children Clearance;
- Knowledge of Oliver Library Management System, ClickView and Accelerated Reader (Renaissance Learning) an advantage.

Personal Characteristics

- Adherence to and acceptance of the College's Statement of Belief;
- Able to model Christ in all aspects of work and in relationships within the College community;
- Professional presentation;
- Effective interpersonal and communication skills;
- Ability to work independently and as an effective team member;
- A willingness to readily adjust to changes in the work environment.

Employment Conditions

- Hours of work: 3 days per week, 21.75 hours per week.
- Working mostly during term time, with some additional time required for staff meetings and professional development.
- Be willing to work after hours to attend College events/activities when required.
- All staff are required to be aware of and adhere to all College policies. St Andrews Christian College is committed to ensuring that every member of the College community is aware of our Child Safety policy and standards, and that we have a zero tolerance of child abuse in any form.