

Library Assistant (Casual)

Purpose and Outline of Role

The Library Assistant supports the effective day-to-day operation of the Medway and Rennie Libraries by providing routine clerical and library assistance to the Teacher Librarian and the Head of Library & Information Services. The role undertakes tasks of a general and repetitive nature under direction and works as part of a team to support library services.

Reporting Relationships

The Library Assistant is ultimately responsible to the Principal in all aspects of the position and reports directly to the Head of Library & Information Services.

Employment Basis

This is a casual role and the School makes no firm advance commitment of providing continuing and indefinite work according to an agreed pattern of work.

This position is classified as a Curriculum/Resources Services Employee under the Independent Schools NSW (Professional & Operational Staff) Cooperative Multi-Enterprise Agreement 2025.

The role may be required to work in both the Rennie and Medway Libraries, located at the Senior and Junior School campuses.

Role Responsibilities

- Provide general clerical support to assist the efficient operation of the libraries
- Work collaboratively as part of a team and follow direction from library staff
- Shelve and organise library resources
- Assist staff and students to locate print and digital resources
- Assist with basic setup and pack down of library equipment and spaces
- Assist with stocktake activities
- Cover and label library materials
- Maintain the presentation and organisation of the library environment

Para-professional

- Assist with preparation of library materials (e.g. photocopying, distributing materials)
- Assist in setting up library displays
- Provide basic assistance to students and staff when required
- Support small groups of students under supervision
- Assist with the organisation of library events (e.g. Book Week, author visits, reading programs)

Processing

- Assist with processing new resources for circulation
- Enter basic data into library systems under direction
- Receive and unpack deliveries

Circulation

- Issue and return library loans
- Assist with overdue notices
- Refer more complex enquiries to the Teacher Librarian

Key Competencies

- Basic organisational skills
- Attention to detail and accuracy
- Ability to follow instructions and complete routine tasks
- Clear and courteous communication skills
- Ability to work effectively as part of a team

Personal Attributes

- Interest in reading and library services
- Cooperative and supportive approach when working with students and staff
- Reliable and willing to assist where required
- Positive and flexible attitude

Work, Health and Safety

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety, such as by completing risk assessments, addressing hazards and reporting safety incidents.

Concluding Remarks

This position description is intended to give an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable incidental to or associated with the position held.

Applications

Please email applications and/or send enquiries to: employment@queenwood.nsw.edu.au

Applications should include:

- Your WWC number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Non-Teaching Staff Application Form: [Employment Non-Teaching Form](#)
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia and hold a valid working with children clearance in NSW.

Applications will be reviewed as they are received, and interviews may be scheduled at any time during the recruitment process. Queenwood reserves the right to close applications and/or withdraw the advertisement at any stage should a suitable candidate be identified.

Statement of Commitment to Child Safety and Wellbeing

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.

Please note that as part of our recruitment process, all prospective candidates are subject to rigorous background, qualification and employment checks, including the verification of references.