

Library Assistant

Purpose and Outline of Role

The Library Assistant contributes to the effective and efficient operation of the Medway & Rennie Libraries by providing clerical and library assistance to the Teacher Librarian and the Head of Library & Information Services. This role requires a highly organised, self-motivated, competent individual who clearly displays excellent interpersonal skills and a strong administrative skillset.

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 permanent appointment commencing Monday 17 July 2023. This position is part time, 2 days per week, preferably Thursday and Friday from 8:00am to 4:00pm during term time only (including staff days). Additional casual days may be required.

This position is predominately based in the Rennie Library at the Senior School Campus but the successful candidate may also be required to work in the Medway Library at the Junior School Campus.

Role Responsibilities

- To support the efficient operation of the libraries by providing clerical support to the Teacher Librarian and the Head of Library & Information Services
- To work as part of a team and be adaptable and flexible
- Shelf resources
- Assist staff and students to access print, digital and electronic resources, material and facilities
- Assist with setting up and shutting down of equipment
- Assist with annual stocktake in both libraries
- Contact and shelve books
- Assist in the neat and professional presentation of the library collection and environment

Para-professional

- Assist the Teacher Librarian and Head of Library & Information Services in preparation of library materials, such as photocopying, mail collection and distribution
- Assist in the preparation of library displays
- Provide basic assistance to students and staff when the Teacher Librarian is teaching or unavailable

- Assist small groups of students under the guidance of the Teacher Librarian and Head of Library & Information Services
- Assistance in organising library events such as Book Week, Author Visits, Premier's Reading Challenge

Processing

- Process new resources for circulation
- Accession new resources using online cataloguing systems
- Receive purchases

Circulation

- Issue and return loans
- Run and distribute overdue notices/reports
- Receive and action initial information requests from staff and students

Key Competencies

- An appreciation of literature and resources linked to a broad curriculum
- Academic writing experience through HSC / IB and/or University course experience
- Organisational skills
- High level of accuracy and time management skills with the ability to work to deadlines
- Excellent communication skills necessary to interact with both students and teachers
- Commitment to achieve outcomes for the library aligned with the philosophical and academic rigour of the School.

Personal Attributes

- Infectious passion for reading, literature and technology in education
- Engenders mutual respect with students, staff and parents
- Flexible and responsive to the needs of the school community and driven to achieve the best outcomes for the school
- A collaborative, team player balanced with the ability to be decisive and directional where situations demand
- Highly motivated individual with a strong 'can do' attitude
- Dedicated to creating opportunities for the use of library resources and facilities

Applications

Closing Date for applications is **9am, Tuesday 13 June 2023**. Invitations to interview for this role may be extended prior to the closing date and Queenwood reserves the right to reduce the application period and/or remove the job advertisement early should a suitable applicant be found.

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

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



Applications not emailed to this address may not be considered.

Applications should include:

- Your WWC number
- Resume & cover letter addressing the criteria / position requirements.
- Queenwood Non-Teaching Staff Application Form
- Your email address
- Names and phone numbers of three confidential referees

Please note that Queenwood does not accept unsolicited applications from Recruitment Agencies. Should we require additional recruitment services, we will be sure to contact our preferred providers.