



St Mary's

ANGLICAN GIRLS' SCHOOL

JOB DESCRIPTION LIBRARY TECHNICIAN

Employment Conditions	Full-time, ongoing subject to successful completion of 6 month probation period In accordance with the Educational Services (Schools) General Staff Award
Reports to	Head of Senior School Library
Last Revised	June 2023

Our overarching purpose is **to engage hearts and ignite curious minds**.
Our intent is to enable staff to flourish in a supportive and inspirational environment that encourages personal and professional growth.

OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: • Courage • Respect • Aspiration • Compassion • Integrity

ROLE

The Library Technician assists the Head of Senior School Library in the efficient operation of the Senior School Library.

RESPONSIBILITIES

Responsibilities for this role include:

Maintenance of Oliver library management system

- Management of lending matrix
- Maintenance of up-to-date patron information
- Year commencement procedures including borrower rollover
- Original cataloguing when required

Management of Envisionware software and hardware

- Security gates
- RFID stations

Management of eBooks and subscriptions

- Rollover and purchasing of eBook titles
- Registration of patrons on Wheelers
- Periodicals and magazine purchasing, cataloguing and distribution

Support with daily operations

- Creation and management of LibGuides

LIBRARY TECHNICIAN

- Assistance with training and management of student library committee
- Maintaining the attractive physical environment of the library
- Assisting students and staff

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Education/Qualifications

Essential

- Associate Degree of Science (Library Technology) or equivalent as recognised by ALIA (Australian Library and Information Association) or working towards completion of their qualifications

Experience and Skills

Essential

- Computer literate in Microsoft Word and Excel
- Experienced in the use of Apple MacBook computers
- Experience in a school or public library
- Familiarity with the Softlink Oliver library management system
- Maintain a high level of resilience and emotional agility
- With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change
- Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution

Desirable

- Familiarity with SOBS, LibGuides software
- Experience in the education sector

Personal Qualities

Essential

- Ability to communicate positively and effectively with co-workers, students and the wider school community with maturity and discretion
- Ability to work both independently and collaboratively as part of a team
- Ability to work under pressure in a calm and methodical manner
- Well-developed communication and interpersonal skills
- Ability to use initiative
- Good sense of humour with a positive outlook

WORKING RELATIONSHIPS

Internal

Principal
Executive staff
Administrative staff
Teaching staff
Students

External

Parents, guardians or relatives of students
Suppliers and contractors
Industry bodies

LIBRARY TECHNICIAN

LIBRARY TECHNICIAN

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child-safe Framework. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.