



JOB DESCRIPTION

LIBRARY ASSISTANT

Employment Conditions	Fulltime, term-time only, 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	August 2025

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

Proud of our legacy of academic excellence, St Mary's is grounded in Anglican faith and a strong sense of community. At St Mary's, every student is supported by passionate, experienced staff who bring out the best in each girl within our inclusive and nurturing environment.

ROLE

The Library at St Mary's provides a state-of-the-art service catering for students from Years 7 to 12. The Library Assistant provides general assistance to staff and students.

RESPONSIBILITIES

The responsibilities of the Library Assistant include:

Maintenance of Library Resources

- Processing new resources such as covering, accessioning, and repairing resources.
- Cataloguing resources.
- Management of SOBs, our room booking system.
- Liaising with IT department to assist with management of loan laptops and photocopiers.
- Assist with collection management such as deselection and stocktake.

Support with daily library operation

- Creation of displays linking in with teaching programs and important themes and days on the calendar.
- Assistance with training of the student library committee.
- Assistance with supervision of small numbers of students.
- Maintain the attractive physical library environment by tidying, shelf reading and shelving.
- Assist students and staff with general library usage.
- Daily administration tasks as required.

LIBRARY ASSISTANT

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

Experience and Skills

Essential

- Proficiency with Microsoft Word and Excel.
- Familiarity with the Apple MacBook and PC computers.
- Familiarity with the Softlink Oliver library management system.
- Experience in a school or public library.
- High level of customer service skills.
- Cataloguing skills and experience with SCIS.

Desirable

- Relevant qualification (Certificate III in Library and Information Services or similar).
- Familiarity with SOBS booking software, SEQTA software, the Office suite of software.

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
Head of Senior School Library
Administrative staff
Teaching staff
Boarding house staff
Students

External

Parents, guardians or relatives of students

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.