



St Mary's
ANGLICAN GIRLS' SCHOOL

LIBRARY TECHNICIAN

POSITION DETAILS

Employment Conditions

Fulltime, 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

October 2025



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

RESPONSIBILITIES

Responsibilities for this role include:

MANAGEMENT OF OLIVER LIBRARY MANAGEMENT SYSTEM

- ♦ Management of circulation and cataloguing processes
- ♦ Maintenance of lending matrix and patron information
- ♦ Creation of original cataloguing and maintenance of catalogue
- ♦ Stocktake and weeding

MANAGEMENT OF eBooks AND SUBSCRIPTIONS

- ♦ Periodicals and magazine purchasing, cataloguing and distribution
- ♦ Management of online resource databases, e-library and periodical services
- ♦ Assisting with management of the subscriptions budget



SUPPORT WITH DAILY OPERATIONS

- ◆ Creation and Management of LibGuides study guides
- ◆ Creating and managing digital displays
- ◆ Contributing to the attractive physical environment of the library
- ◆ Assistance with training and management of student library committee
- ◆ 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

Essential:

- ◆ Hold a certificate IV or higher qualification, conferring eligibility for ALIA professional membership or be working towards completion of these qualifications

EXPERIENCE AND SKILLS

Essential:

- ◆ Computer literate in Microsoft Word, Excel and Outlook
- ◆ Experience working in a library
- ◆ Familiarity with library management systems
- ◆ 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 the Softlink Oliver library management system
- ◆ Familiarity with SOBS, LibGuides, Wheelers, Canva, Wonde, and SEQTA software
- ◆ Experienced in the use of Apple and Microsoft computers
- ◆ Experience in the education sector, especially secondary



ATTRIBUTES

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

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 the St Mary's Child Safe Policies and Codes of Conduct. 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.