



Position Description

Library Technician

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| Reports to: | Head of Library Services – Plenty Campus |
| Location: | Typically based at Plenty Campus |
| Days of Work: | Tuesday, Thursday and Friday |
| Hours of Work: | Tuesday 9:00 – 4.00pm (1/2 hour unpaid lunch break) Wednesday 9.30am – 5.00pm (1/2 hour unpaid lunch break) Thursday 9.00am – 5.00pm (1/2 hour unpaid lunch break) |
| Annual Leave: | Non-term weeks (4 weeks of which is deemed to be Annual Leave) |

The Role:

This role requires the essential knowledge and expertise in the provision of information services and learning resources to the Plenty Campus, including the facilitation of a Library Makerspace. The role will support, assist and instruct students in the use of digital resources, and work actively with staff and students on innovative projects and ideas.

As a key member of a small Library team, the Library Technician requires the essential knowledge, experience and expertise to lead the provision of information services and learning resources to students and staff at Plenty Campus. The Library Technician promotes a positive, welcoming and dynamic environment in the library.

To succeed you will have or be able to demonstrate the ability to:

- Be responsible for the day-to-day operation of the library in the absence of the Teacher Librarian (including supervision of students and assisting teaching staff with Library classes)
- Supervise safe operation of Makerspace tools for students both one-on-one and group scenarios
- Other duties as appropriate to the position.

Specific Duties:

- Assist students and staff with finding library resources
- Display, publicise and promote library resources and maintain electronic displays
- Circulation duties: loans, returns, customer service, phone enquiries, class bookings
- Assist in shelving and shelf reading
- Organise and maintain newspaper collection including distribution, archival, etc.
- General supervision of students at recess, lunch and after school in accordance to a Library roster



- Ensure the library is stimulating and tidy, books are shelved in a timely manner.
- Work with the teachers and Teacher Librarians to promote reading through special activities such as Book Week, Author Visits, Reading Challenges and Book Clubs, as required.
- Other duties as directed

Knowledge, Skills and Qualifications

- The preferred candidate will hold a Graduate Diploma in Library and Information Services or Certificate IV in Library and Information Services or equivalent
- You must have a current and valid employee Working with Children Check
- You will have demonstrated experience and commitment to patron-focused library and information services in a primary school setting
- Hold the ability to work independently and collaboratively as part of a team
- Have excellent interpersonal and communication skills
- Effective planning and organisational skills including time management
- Be able to demonstrate fluency in ICT skills including Accessit, Excel, Word, Outlook, Teams, OneNote
- Have a commitment to the provision of a supportive environment that encourages the personal and academic development of each student
- A desire to meet new challenges and develop professional knowledge by being an active member of the profession

Inherent Physical Requirements of Position

Standing/Walking: Required to stand and walk for up to 2 to 3 hours a day when working in the main Library.

Lifting/Handling: Shelving of books may be required and involves bending down and stretching up and the lifting and moving of books for at least 1 hour per day.

Occupational Health and Safety (OHS)

- All School staff are required to take reasonable care for their own health and safety and that of other staff who may be affected by their conduct.
- All staff are responsible for:
 - Participating in OHS related training
 - Identifying and address OHS risks you should reasonably be aware of at the School or any School controlled sites (seek assistance from your manager or OHS where required)
 - Ensuring there is an adequate documented risk assessment for any activity or equipment you are managing
 - Reporting OHS hazards and incidents
 - Actively participating in the development of risk assessment and or job safety analysis
 - Assisting with workplace inspections
 - Adhering to Ivanhoe Grammar School's OHS policies and procedures



Child Safety

All schools have a moral responsibility for the safety and wellbeing of students. At Ivanhoe Grammar School we take this responsibility very seriously. We are committed to a school culture where protecting children forms a part of our everyday thinking and activity. Protecting students is the responsibility of everyone who is employed at, or is engaged by, Ivanhoe in child-related work. Detailed information about our commitment to child safety and wellbeing, is set out in our code of conduct, policies and procedures located on our Child Safety page.

Committed to child safety, children's wellbeing and protecting children from abuse, the School requires that all staff comply with the School's Child Safety Code of Conduct, Child Safety Policy, Child Safety Concerns Management Procedure, Health and Safety Policy and Respectful Workplace Behaviour Policy.

All teachers and non-teaching staff working directly with or caring directly for students are required to have a working knowledge and understanding of our Child Safety Code of Conduct, Child Safety Policy and Child Safety Concerns Management Procedure.

Where any staff member breaches any of the School's policies or codes of conduct, the School will take appropriate disciplinary action.

Working with Children Check

Employment is subject to the provision of a current Employee Working with Children Check. All members of staff at the School are expected to be competent in the use of technology in the classroom, active in the pastoral management of students, supportive of the School's Christian ethos and able to contribute to the sporting and wider co-curricular program.

This position description is an overview of the duties and responsibilities of this role and does not represent the entirety of this position. Ivanhoe Grammar School reserves the right to vary this position description to meet the changing needs of the School.

All members of staff at the School are expected to be competent in the use of technology.