

LIBRARY ASSISTANT

POSITION DESCRIPTION



Reporting to:	Teacher Librarian
Status:	Part-time
Tenure:	Ongoing
Salary:	General Staff Level 2
Commencing Location:	Mt Ridley Campus
Prepared:	April 2021

Position Context

Hume Anglican Grammar is a dual campus co-educational Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus.

In 2019, the School opened its second campus on an 8-hectare site on Donnybrook Road, 10kms and 10 minutes from the Mt Ridley campus. Commencing with junior primary, each year additional classes and year levels will be added so the campus will have an enrolment of 1,300 from Prep to Year 12. This year, the school has a total enrolment of over 1,445 students (Mt Ridley 1,205 & Donnybrook 240) and employs 140 staff - 100 teaching and 40 non-teaching.

The school is on a growth trajectory and in 2021 is expected to enrol over 1,600 students (Mt Ridley 1,287 & Donnybrook 322). It will ultimately have some 2,700 students on the two campuses with plans for further expansion.

Purpose of the Position

The purpose of the Library Assistant is to provide general administrative and hands-on support to help with the daily operations of the Library. The Library Assistant will work under the direction of the Teacher Librarian. The Library Assistant has an important part to play in supporting teachers in the delivery of high-quality teaching and learning programs at Hume Anglican Grammar. The Library Assistant will be very organised and self-disciplined, have high standards and strive to improve their own practice and to make efficiencies in the school setting.

The Library Assistant operates in collaboration with their respective peer assistants - Teacher Assistants, School Assistants, Learning Enhancement Assistants, Arts Assistant and the School Technician.

Nature of the Position

The Library Assistant works only term weeks. All paid and unpaid leave must be taken during non-term weeks. Hours of work are from 8:00am to 4:06pm including a 30-minute meal break.

Upon commencement, this position will be based at the Mt Ridley Campus with the requirement to travel to the Donnybrook campus on a regular basis in their personal vehicle. Please note that in the future this role may be required to be performed at other locations.

Responsibilities and Duties

Subject to the discretion of the Principal, the Library Assistant will provide general administrative and practical assistance in the daily operations of the Library.

Responsibilities include:

- Providing assistance to Library users and direct enquiries to the Teacher Librarian when appropriate and as required
- Assisting the Teacher Librarian
- Maintaining the circulation desk, and check items out and in, in accordance with set procedures
- Inspecting returned items for damage and make minor repairs where required
- Assisting with book covering and processing new resources
- Maintaining resources including returning Library materials to shelves or other storage areas
- Assisting with stocktaking and inventory of resources
- Preparing bulk loans of resources for student use and collating teacher resources
- Assisting in the preparation and distribution of teacher resources at the beginning of each term
- Reading story books to students as required
- Assisting in the development and maintenance of both print and non-print collections and services that meet the needs of students and staff
- Producing, promoting and displaying relevant materials to students and staff which create a welcoming, learner-centred environment
- Assisting in the maintenance of a healthy and safe working environment, ensuring identified risks regarding equipment, resources and facilities are reported to appropriate OH&S personnel within the school
- Assisting in the management of appropriate cataloguing and borrowing systems for resources, equipment and teaching aids that support Hume Anglican Grammar needs, including the use of the Oliver library management system
- Assisting in the development of programs which enhance and support a reading culture within the school
- Supporting teachers in running research, reading and literacy programs
- Assisting in the development and implementation of activities that increase the usage of the Library service by students and staff
- Assisting in the maintenance of digital equipment held in the Library and supporting student and staff use of such equipment

Qualifications, Skills and Experience

Essential

- Highly proficient computer skills in the MS Office suite including Outlook and Word
- Demonstrated relevant experience in a similar role
- A current Working with Children Check
- Current/Valid Australian Drivers Licence

Desirable

- Experience working in a school or similar setting
- Experience with the Oliver software package
- Awareness of and familiarity with the Dewey Decimal System

Personal Qualities

Essential

- Outstanding written and verbal communication and interpersonal skills to build relationships with key stakeholders
- Outstanding organisational skills, planning, and ability to operate efficiently and effectively
- A flexible approach to work and being adept at prioritising, operating under pressure and managing multiple tasks to meet strict deadlines
- The highest level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality
- The ability to build and maintain strong relationships with staff, students, parents and the community
- Outstanding attention to detail
- Personal sense of initiative, enthusiasm and high energy
- A resourceful team member who is able to operate in a collaborative and inclusive manner
- Ability to work unsupervised

Desirable

- Demonstrated interest in ongoing personal professional development

Key Selection Criteria

1. Experience working in a similar role
2. Outstanding organisational skills, planning, and ability to manage information systems
3. The ability to build and maintain strong relationships with students, staff and parents

This Position Description may be altered from time to time to meet the operational needs of the School.