



CAMBERWELL

GRAMMAR SCHOOL

POSITION DESCRIPTION

JUNIOR SCHOOL LIBRARY TECHNICIAN

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Position:	Junior School Library
Reports to:	Head of Junior School Library / Head of Junior School
Type of position:	Part time – 0.8
Date prepared:	November 2017

SCHOOL MOTTO

“Spectemur Agendo” which means, “By our deeds may we be known”

CGS VALUES

Courtesy & Respect, Integrity, Innovation, Adaptability, Commitment, Accountability

POSITION OVERVIEW

The role of the Junior School Library Technician is to focus on the operational and technical aspects of the library and information services for Junior School. This can involve the operation and maintenance of systems that support acquisition, organisation and management of library resources, and staff and student access to information. They also assist with the implementation of services and programs which promote and foster research skill and a love of reading.

Key Responsibilities

- Junior School Library support
 - Assist students, staff and parents with and Library queries and needs
- Weekly Junior School Library cataloguing: SCIS / Original
 - stamping books
 - applying spine labels
 - covering books etc.
- Library loans during classes:
 - reserving books
 - scanning books
 - overseeing overdue books
 - book renewals
 - parent queries
- Oliver Library system maintenance and updates – add patrons, updates etc.
- Ongoing maintenance and updating of the Junior School Library website:
 - creating and updating web pages every term
 - general webpage maintenance
 - web page reporting (hit stats)
 - uploading online resources
- e-Resources – researching resources for teachers using:
 - In consultation with teaching staff provide a list of online resources for curriculum units
- Premiers Reading Challenge (PRC) – March to September each year
 - Register students (provide usernames & passwords)
 - Verifying student details
 - Close and finalise
 - Keeping records
- Library lunch time duties as and when required – assist Teacher Librarian with lunch time openings

- **Book Week:**
 - Assist with the planning and implementation of Book Week activities
 - Create and Maintain the Book Week pages on the library website for Book Week
 - Administration support
- **Make it @ Library Project:**
 - Search out projects
 - Gather materials
 - Keep file / record of projects
 - Mock up projects if required
 - Assist at the session
- **Library Collections**
 - Assist in the selection of books
 - Maintain and repair books (laminating, contacting etc.)
 - Select and weed old, damaged or obsolete resources
- **Assist in end of year Junior School Library stock take Teacher Resources**
 - At the end of every term, assist in the return of old and supply of new teacher resources for the teaching of curriculum units in the following term or school year
 - Ensure the resources are re-shelved in the appropriate areas and these areas are maintained
 - Re-shelve and maintain the posters and Big Books
- **Literacy Resources:**
 - Creating new literacy boxes
 - Maintaining the literacy boxes (replace, repair, add to boxes etc.)
 - Cataloguing and processing
 - Keeping count of items
- **Ordering:**
 - Processing materials
 - General stationery
- **Change Library displays regularly in 3 areas in line with reading interests and Junior School curriculum**
- **Church Service – 2 times a year at Easter and Christmas**
 - Assist with getting the boys dressed and in their Choir robes (pinning robes and make boys presentable)
- **Assist with audio visual equipment: cameras, iPads, laptops**
- **Create video and other media material to promote activities in the library**
- **General Junior School Library up keep:**
 - putting books away
 - keeping library tidy
 - Daily shelving of books – refill gaps in displays etc.
 - Tidy Library after classes
 - Raise My Maintenance requests as and when needed

Other Duties

- Perform various other duties as required

KEY RELATIONSHIPS & AUTHORITY

Internal

- Head of Junior School Library
- Head of Junior School
- Students
- Teaching and Office Staff

- ICT / Maintenance Department
- Print Room Staff

External

- Parents
- Suppliers e.g. booksellers, stationary etc.

Direct Reports

- N/A

Expenditure Authority

- Authority to incur School expenditure in line with approved authority limits

POSITION REQUIREMENTS

Knowledge & Skills

- Demonstrated ability to work in a school library environment, using relevant equipment and technology
- Demonstrated experience previously working with students
- Extensive demonstrated cataloguing experience
- Strong digital and literary skills
- Experience with automated systems and databases
- Experience in producing promotional material
- Excellent organisational skills and attention to detail
- Ability to build rapport and relationships with a range of stakeholders (students, teachers, staff, management etc.)
- A high level of problem solving
- Exceptional written and verbal communication skills
- Be conversant with modern trends specifically relating to a school library service delivery

Qualifications

- Qualifications relevant to the role - Diploma of Library Information Management
- Hold a current Working with Children Check
- A current Police Check
- First Aid Qualifications

Competencies, Behaviours & Attributes

- The ability to work collaboratively as part of a friendly and enthusiastic team while also having the ability to work autonomously when required
- Willingness to be rostered flexibly
- Enjoy the challenges of providing the administrative and technical support needed for a Library Centre to function effectively and efficiently
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively demonstrate CGS's workplace values

Child Safe Standards

Camberwell Grammar School is fully committed to ensuring the safety of all children and young people in our school environment and outside of school hours.

We are committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these;
- Complete all required Child Protection training prior to beginning at the School;
- Participate in regular training and professional development in Child Safety;
- Respond according to the School's policies and procedures when interacting with children, taking all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

Declaration

I, _____ (full name) acknowledge that I have read

and understand the **Junior School Library** POSITION DESCRIPTION

Employee Name (print): _____

Employee Signature: _____ Date: _____

This Position Description is approved by:

Manager Name (print): _____

Manager Signature: _____ Date: _____

HR Manager Name (print): _____

HR Manager Signature: _____ Date: _____