



PENINSULA GRAMMAR

POSITION DESCRIPTION

POSITION	Library Technician
REPORTS TO	NIL
DIRECT REPORTS	Teacher Librarian

ABOUT PENINSULA GRAMMAR

Peninsula Grammar is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning we encourage them to take up life's challenges both at the School and beyond. The School values a spiritual and moral view of life that prizes the highest standards of personal character with a Christian ethic of service and concern for others.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Leadership Team, the members of which play a significant role in developing, implementing and evaluating school policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

All employees of Peninsula Grammar have a responsibility to:

- Reflect and nurture the Aims and Philosophy of the School in the course of their work
- Through the example displayed in their approach to their work, energise fellow staff, students and parents by fostering quality relationships and community development
- Provide effective role modelling through the use of appropriate conflict resolution and negotiation skills
- Maintain confidentiality and support for the School
- Maintain professional competence and current knowledge in educational trends
- Maintain a client-centered approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the School Leadership Team. The appointee to this position will be required to undergo a regular performance review in accordance with the School Professional Review and Development Program.



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POSITION SUMMARY (KEY PURPOSE)

The library technician works as part of a small, self-motivated team of library staff in the Junior Resource Centre which is committed to providing efficient and friendly service to our school community. The library caters for primary students as well as providing professional support to teaching staff from early childhood to Year 6.

The role of the Library Technician is to provide assistance to and support for the Teacher Librarian in all aspects of acquiring, organising and maintaining a diverse collection of resources. This includes monitoring equipment sited in the Library, Office and ECC Centre.

The library collections focus on quality, print-based resources and provides a busy, vibrant environment which encourages questioning, discovery and an enthusiasm and opportunity for learning. The fiction collections aim to encourage reading for pleasure for all ages and abilities and the focus is on the Accelerated Reader program.

The Library uses the Accessit library software program. Experience using this is essential. A strong command of MS Word and Excel programs is desirable.

The successful applicant will need to enjoy working with children and be willing to gain an understanding of and support the school's educational philosophy as interaction with staff and students is a major component of this role.

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
<ul style="list-style-type: none">• Principal• Deputy Principal – Student Wellbeing• Deputy Principal – Learning and Development• Heads and Deputy Heads of Key Learning Areas• Students	<ul style="list-style-type: none">• Outside Contractors

KEY RESPONSIBILITIES

The Library Technician position tasks include:

- Assisting students and staff to locate suitable library resources, with a focus on using print resources and online resources.
- Assisting students with basic research methods, including use of online databases
- Issuing and returning library materials
- Shelving books
- Undertaking book repairs



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- Creating signage and displays (as directed by teachers or librarians)
- Creating and maintaining documents using MS Word, Excel and Publisher programs
- Updating and maintaining borrower records and issuing overdue notices
- Updating and maintaining collection records (as directed), assisting with stocktake
- Basic troubleshooting and assisting with Internet computers, photocopiers and printers
- Other tasks as directed by library or teaching staff

Cataloguing and Processing, including:

- Downloading School Cataloguing International System (SCIS) records
- Original cataloguing of items when required
- Undertaking desk duty when required
- Managing the Library Catalogue (Accessit) and supporting its use by students
- Managing the circulation of equipment
- Processing new and donated items, particularly barcoding, spine labelling and covering

Performance Criteria

- Satisfactory completion of areas of responsibility
- Knowledge of current standards and trends in librarianship
- Punctuality, including rostered desk duty
- Appropriate interactions with students and staff
- Cataloguing to agreed standards
- Communication with library staff regarding changes in cataloguing standards and procedures, as relevant to a school library
- Support and promotion of the School's policies and practices for Occupational Health and Safety, Equity and Harassment

Knowledge required for this position

- Knowledge of the daily school routine
- Knowledge and experience of new technology introduced into the Library
- Interest in and knowledge of popular fiction
- Experience with a range of online databases
- The ability to catalogue, including the use of SCIS
- Knowledge of standard library operating procedures, particularly school libraries
- Working knowledge of Clickview
- Ability to use Synergetic
- Knowledge of cataloguing rules
- Awareness of current developments in cataloguing standards and procedures
- A knowledge of the Accelerated Reader program is desirable
- A working knowledge of Accessit LMS is essential



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Skills required for this position

- Recognition of the need for consistency in any collection
- An ability to deal with interruptions and questions at short notice
- An ability to be flexible regarding timetable changes and duties pertaining to Junior School activities and events
- A willingness to work co-operatively with other library staff in shared work spaces
- The ability to problem-solve
- Competent technical skills
- Preparedness to provide individual assistance to the library user, rather than merely directing them to the required resources
- The ability to adapt and accept change in systems, technologies, procedures, etc.
- An ability to catalogue the full range of non-fiction, including non-book material and electronic resources
- Scholastic Bookclub – Online Ordering

Attributes required for this position

- Interested in the School and its operation
- Willing to work and communicate with both students and teachers
- Willing to assist individuals with any task
- Passionate about reading
- Enthusiastic to learn
- Self-motivated
- Highly organised
- Reliable, conscientious and professional
- Friendly and approachable
- Having an eye for detail
- Flexibility
- Prepared to work with other library staff to solve problems, create solutions
- Demonstrated initiative
- Having a broad general knowledge
- Methodical

CHILD SAFETY STANDARDS

- Ensure all student safety standards and mandatory reporting requirements are adhered to
- Attend all training and maintain compliance with all child safety legislation, standards and regulations
- Complete all mandatory training in timely manner
- Escalate and report all matters related to student safety immediately



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WORKPLACE SAFETY

- Ensure all health and safety regulations are adhered to
- Report any equipment or situation that is hazardous or has the potential to affect the health and safety of the Peninsula Grammar workplace

CORE DEMANDS

PHYSICAL DEMAND	RARELY <15%	OCCASIONALLY 15-30%	REGULARLY 30-85%	FREQUENTLY >85%
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Running	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to noise (>XX decibels for XX minutes)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (steps / stairs)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working from heights (>2metres)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling (>5kgs)				
Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

QUALIFICATIONS & REGISTRATIONS

- First Aid – HLTAID003
- Working with Children’s Check
- Police Check
- Library Technician or equivalent Library Science qualification

EXPERIENCE

- Sound experience and knowledge of library procedures, preferably in a school library
- Experience in the use of the Accessit library management system is essential

Date: 24/10/2017