



<b>Position:</b>	<b>Library Clerical Assistant</b>
<b>Reporting to:</b>	Principal via the Senior School Teacher Librarian
<b>Effective Date:</b>	Term 1, 2023
<b>Type of Employment:</b>	Term time. 4 days per week (30.4 hours per week)

## THE POSITION

The Library Technician is part of the wider cross campus library team working in the Senior School Library. This position will work directly with students from Year 7 to Year 12, teaching staff and non-teaching staff. Key responsibilities include customer service, teaching and learning support, resource management and technical library support.

## RESPONSIBILITIES

- To support the staff and students of Shellharbour Anglican College in the full utilisation of library services, teaching programs, resources and facilities.
- Contribute to maintaining a safe, healthy and friendly environment for staff, students and the school community.
- The position is responsible for providing direct customer support to students and teaching staff in the delivery of library services and resources, including information services, wide reading services, technical support and promotional activities.
- To provide operational support in the delivery of library services and resources, including acquisitions, cataloguing, subscription services and technical support.
- To provide support to the teacher librarians in the teaching of their information and literacy programs from Year 7 to Year 12.
- Demonstrate a duty of care to students in actively supervising students in their care.
- Library qualifications and experience are desirable but not essential.
- Experience using Oliver as a library administration package is also desirable but not essential.

*No role description can capture the complexity of working in a college as such this is a guide and is not intended to be an exhaustive or exclusive list of duties for this position. It is subject to change with evolving needs and will include other duties as they arise*

## **CHILD SAFETY**

Shellharbour Anglican College is committed to child safety. All members of staff are required to comply with applicable child protection and are responsible for ensuring that the College's Child Safe policies, procedures and programs are at the forefront of all we do. As such, all members of staff are expected to satisfy WWCC child protection screening and adhere to the College's Child Safe Policy and Code of Conduct.

## **WHS**

Shellharbour Anglican College acknowledges that the health, safety and wellbeing of people and the provision of a safe working and learning environment are central to the values of the College. All members of staff are expected to adhere to and implement safe work practices and procedures in accordance with college policies and undertake annual WHS training

## **COVID-19 VACCINATION EVIDENCE**

Shellharbour Anglican College is committed to ensuring the safety of our staff, students and community. In line with College COVID-19 policy, all staff are required to be fully vaccinated against COVID-19 (or subsequent variants) or have an approved medical contraindication in order to work with us. Compliance with this policy and providing evidence of vaccination is an essential requirement of employment.

## **PAY AND CONDITIONS**

Employment will be subject to the provisions of the Independent Schools NSW/ACT Standards Model (Support and Operational) Multi Enterprise Agreement 2021 or any industrial agreement that replaces that award. This position is classified at the School Assistant Level 4 under that award.

This role is part time term time only role. Start and finish times will be coordinated with the teacher librarian to ensure library coverage which may entail an earlier start or later finish. Some work outside of these hours may be required.

**Applications Close on Wednesday 1 February 2023, 5pm**

## **HOW TO APPLY**

Visit: <https://www.shellharbourac.nsw.edu.au/about/employment/advertised-positions/>

