

# Position Description

Title: Library Assistant– Senior Campus

(Term time plus 4 weeks per annum)

School Officer Classification SO3



This Position Reports to: Teacher Librarian/Librarian

Department: Senior School Library

Date: May 2025

## **PREAMBLE**

As you join the staff of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the implementation of these matters. The School Prayer gives a clear understanding of the School Aims.

*Make us a truly Christian Community where education embraces the whole of life. With the school may we find acceptance, healing and growth through faith in Christ and in turn service to others.*

We expect you to support the philosophy and aims.

## **PURPOSE OF THIS DOCUMENT**

To provide the team member with a list of the duties of the job, together with the framework against which your performance on the job will be assessed.

If you do not possess the skills needed to perform your duties, the Headmaster will be responsible for the provision of further training, supervision and instruction to ensure your level of performance improves.

As part of the team you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

## **DUTIES AND RESPONSIBILITIES FOR THE POSITION**

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that your School Executive Management may direct you to perform and which could reasonably be considered relevant to the position.

## **DUTIES PERTAINING TO THE SOUTHPORT SCHOOL**

Goals: To ensure all school policies and procedures are complied with by:

- Complying with legal obligations of an education establishment.
  - Compliance with the Student Protection Policy and Procedures
  - Complying with established industrial relations practices and requirements.
  - Delivering a high quality of service.
  - Identifying and assessing the needs and expectations of others.
  - Encouraging the achievement of individual educational excellence with students.
  - Ensuring the high standards expected of students in dress, manner and behaviour are adhered to.
  - Ensuring that the well-being of all students in the program is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
  - Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School's senior management panel.
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## **STUDENT PROTECTION IN ANGLICAN SCHOOLS**

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

## **GENERAL DUTIES AND RESPONSIBILITIES**

### **Role overview:**

The role of Library Assistant is an important support role within the school library, assisting in the effective operation and management of library resources. The assistants primary responsibility is to provide assistance to the school librarian in delivering quality library services to students, teachers, and staff.

Duties may include, maintaining the library collection, and ensuring resources are organised and accessible. The library assistant supports students in locating and borrowing materials and assists with circulation activities.

Additionally, the library assistant will provide basic reference and research assistance, helping students navigate library resources and locate information. The role will also assist in promoting reading initiatives and organising library displays or events.

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The Library Assistant will play a vital role in maintaining the library's technology infrastructure, including managing library software, digital databases, and assisting with basic troubleshooting. They may also assist with inventory management, budgeting, and coordinating resource acquisitions.

In general, the role supports the Librarian in maintaining a well-organised and accessible library environment, ensuring students and staff have the necessary resources to support their academic and personal growth.

## **KRA: GENERAL OPERATIONS**

**Library Operations:** Assisting with the day-to-day operations of the library, such as maintaining the library's organisation and cleanliness, arranging displays, and ensuring resources are readily accessible to users.

**Circulation Services:** Assisting students and staff with checking in/out library materials, issuing library cards, and managing overdue items. Ensuring the circulation desk operates efficiently and resolves any related issues.

**Technology Support:** Assisting with the management of library technology resources, including library software, databases, and equipment. Troubleshooting basic technical issues and liaising with IT personnel as needed.

**User Assistance:** Providing basic reference and research support to students, guiding them in locating and using library resources effectively. Assisting users in navigating the library catalogue, online databases, and other digital resources.

**Reader Services:** Assisting in promoting reading initiatives and supporting literacy programs within the school. Recommending books, maintaining reading lists, and organizing reading-related activities or displays.

**Administrative Support:** Assisting the Librarian with administrative tasks, such as maintaining library records, generating reports, and managing correspondence. Supporting budgeting and financial management activities related to library resources.

**Collaborative Support:** Collaborating with Teachers and the Librarian to integrate library resources into the curriculum. Assisting with class visits, research projects, and other instructional activities that require library support.

**Professional Development:** Engaging in ongoing professional development to stay updated on library technology advancements, cataloguing standards, and best practices in library services.

## **KRA: SPECIFIC DUTIES:**

Goals: To ensure that services that provide access to the Library and Library resources are implemented and managed effectively on a regular basis for the senior Library of The Southport School by:

- Supervision of boys during academic and recreational times (lunch and breaks).
  - Tidying library (shelving, cleaning of books, table areas, front desk, work room areas, text book areas, etc).
  - Liaising with students and staff on information sources both print and electronic.
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- Providing general reference services.
  - Operating the circulation system by using Oliver library management program – borrowing/returning/reservations of library items.
  - Circulation desk duties.
  - Assisting with general inquiries, including by telephone and email.
  - Assisting students and staff to locate resources via the OPAC terminals.
  - Booking classes into Library after consultation with teachers and preparing for same.
  - Undertaking detailed searches for specific reference requests of both print and electronic resources.
  - Assisting with the use of photocopiers/printers and printing of student work.
  - Reporting of malfunctioning machinery to appropriate library staff and departmental areas via email, Staff Portal and/or ERM.
  - Reviewing of reserved items for expiry dates and reissuing to students and staff.
  - Attending to end of academic year activities including textbook returns and repairing.
  - Follow set procedures for induction of new students and staff to the library including distribution of library orientation material.
  - Be aware of evacuation and lockdown procedures for library during academic and recreational times.
  - Morning and end of day duties: follow procedure listed in the Senior Library desk duty manual.
  - Collaborate with the Teacher Librarian and Librarian regarding themed displays for new books or themes to encourage reading.
  - Assist boys choose novels to supplement their general reading.
  - Any other duties as directed by the Librarian or the Teacher Librarian.
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## **KRA: SERVICES AND PROFESSIONAL DEVELOPMENT PROGRAM**

**Goals:** To provide assistance in the management of all services to staff and parents by:

- Assisting the Teacher Librarian and Librarian in delivery of services to staff and students.
- Providing instruction on using the Library homepage and online resources to find information.
- Attending professional learning activities as required or directed.

## **KRA: PURCHASING OF RESOURCES**

**Goals:** To support the purchasing process of resources by:

- Directing to the Teacher Librarian or Librarian any requests from staff for resource purchases.
- Checking through catalogues/websites for availability of requested resources.
- Researching and/or requesting the purchase of new resources based upon experience and professional judgement and/or demand.
- Covering/repairing textbooks.

## **KRA: WORKPLACE HEALTH AND SAFETY**

**Goals:** To ensure a safe and healthy work environment is provided for students, employees and visitors to The Southport School and that all areas in the control of the Facilities Manager are in compliance with the current legislation by:

- Complying with the Workplace Health and Safety Legislation and Regulations.
- Complying with The Southport School Workplace Health and Safety Policy
- Implementing documented basic safety practices.
- Implementing documented basic security practices.
- Implementing hygienic practices through adherence to policy and procedures.
- Preventing hygiene risks and problems through adherence to policy and procedures.

## **KRA: SELF MANAGEMENT**

**Goals:** To demonstrate the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.

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## **KRA: EMPLOYEE RELATIONS**

**Goals:** To display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively one on one in the workplace.
- Communicating effectively in the workplace.
- Participating effectively as a member of a team.
- Presenting a positive image of the School.
- Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
- Presenting a professional and dynamic image to employees, clients and visitors to The Southport School at all times.
- Initiating and driving the business forward by directly representing the School's ethos and motto.

## **QUALIFICATIONS AND EXPERIENCE:**

- **Education Qualifications:** A Certificate III in Library and Information Services or a related field is often required.
  - **Relevant Experience:** Prior experience working in a library setting, particularly in an educational environment, is highly beneficial. Experience in library operations, cataloging, circulation services, and assisting library users is valued.
  - **Technology Skills:** Proficiency in using library management software, cataloguing systems, and digital databases is important – namely Oliver. Familiarity with basic troubleshooting and maintenance of library technology resources is advantageous.
  - **Communication and Customer Service Skills:** Strong interpersonal and communication skills are essential for interacting with students, teachers, and staff. Library technicians should possess excellent customer service skills to assist users effectively.
  - **Organisation and Attention to Detail:** The ability to maintain accurate records, organize library materials, and pay attention to detail is important. Library technicians should have strong organizational skills to ensure the library collection is well-managed.
  - **Knowledge of Library Systems:** Familiarity with library systems, such as the Dewey Decimal Classification system, library cataloguing standards, and library procedures, is valuable.
  - **Adaptability and Flexibility:** The ability to adapt to changing needs and priorities, as well as handle multiple tasks simultaneously, is important for managing the dynamic nature of a school library.
  - **Collaboration and Teamwork:** Library technicians often work closely with the librarian, teachers, and other staff members. The ability to collaborate effectively and contribute to a team environment is essential.
  - **Professional Development:** A commitment to ongoing professional development, such as attending workshops, webinars, or relevant training courses, is valued to stay updated on library trends and practices.
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