



CATHEDRAL COLLEGE WANGARATTA

A school of The Anglican Schools Commission (Inc.)

Library Assistant 2020

All Teaching and Support Staff at Cathedral College Wangaratta are part of a learning community that focuses on building character in a nurturing and supportive environment. Our aim is to develop the whole person and maximise individual potential through the provision of quality education, fostering a sense of belonging and discovery whilst equipping each with the skills of life-long learning and service. We are seeking a motivated and experienced Library Assistant to help with the daily running of our purpose built Resource Centre. This would be a Full Time position commencing 2020.

Key Responsibilities:

- Circulation desk duty – perform point of contact duties including circulation using Oliver, student and staff assistance, reference enquiries.
- Assistance to students with basic research methods, including use of online databases
- Shelving of returned books and repairing any damaged books.
- Promotion of new resources to staff and students through various methods.
- Processing – particularly stamping, spine labelling and covering.
- Ensure continuity of supplies such as covering materials, stationery.
- Assistance with photocopying, scanning, printing, uploading data.
- Maintaining the overdue system in line with Library policy.
- Opening and closing of the library on a daily basis.
- Supervision of students using the Library before school, during lunch and recess, and after school.
- Operate and maintain all library equipment, including self-checkout, OPAC, audio visual equipment, iPads and laptops.
- Assist with stocktaking and weeding of the collection.
- Maintain tidiness of the library, its furniture and fittings.
- Other duties as determined by the Library Manager.

Knowledge required for this position:

- 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 cataloguing rules and standard library operating procedures.
- Working knowledge of Clickview and Oliver Software.
- Awareness of current developments in cataloguing standards and procedures.

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.

- Manage multiple priorities simultaneously.
- An ability to be flexible regarding timetable changes and duties pertaining to school activities and events.
- The ability to problem-solve.
- 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.
- Strong ability to relate to teenagers and young adults while maintaining authority.
- A willingness to work co-operatively with other staff in shared work spaces.

Attributes required for this position:

- Interested in the school and its operation.
- Willing to work and communicate effectively with both students and teachers.
- Willing to assist individuals with any task.
- Passionate about reading and enthusiastic to learn.
- Interested in the education of students
- Self-motivated and highly organised with an eye for detail.
- Reliable, flexible, conscientious and professional.
- Friendly and approachable.
- Prepared to work with other library staff to solve problems, create solutions.
- Demonstrated initiative with a high level of personal integrity.
- Willing to update skills through professional development.
- Having a broad general knowledge.
- Methodical and professional.

Experience/pre-requisites:

- Library Technician or equivalent Library Science qualification.
- Sound experience and knowledge of library procedures, preferably in a school library.
- Experience in the use of the Oliver library management system would be an advantage, but not essential.

Child Safety

- Provide students with a safe environment.
- Provide advice and support on child protection issues as required.
- Be familiar with and comply with the College's child safe policy and code of conduct, and any other procedures relating to child safety.
- Proactively monitor and support student wellbeing.
- Exercise pastoral care in a manner which reflects school values.
- Implement strategies which promote a healthy learning environment.
- Demonstrate a duty of care to students in relation to physical and emotional wellbeing.

Please forward your application with references and contact numbers to the Principal, Mr Adrian Farrer at principal@cathedralcollege.vic.edu.au

Remuneration will be in accordance with the College's Workplace Agreement.

Cathedral College Wangaratta is an Equal Opportunity Employer and a Child Safe School