



## POSITION DESCRIPTION: Library Technician

### Purpose Statement

To faithfully serve and support all students, parents and staff of the Christian College community. This is to be achieved through the positive use of skills and talents to achieve the administrative outcomes required and expected by the Christian College community. This act of service is a reflection of the servant nature of Jesus as it is observed in his compassion and care of all people.

### Responsibilities and Duties

- catalogue school resources
- perform activities required for the operation and maintenance of library services and systems including the Library Management system, Wheelers eplatform and ClickView
- maintain Library Web App pages
- manage annual stock take across all campuses
- provide assistance and support in the use of library platforms for staff and students
- liaise with library staff to promote resources for teaching and learning
- provide assistance with circulation duties as directed
- provide assisted supervision of students as directed
- undertake duties as directed by Teacher Librarians

This position will require the successful applicant to attend the Bellarine, Highton, Junior, Senior and Surf Coast campuses on a weekly basis.

### Behaviours

The behaviours required of you whenever you are on duty representing Christian College whether on or off campus can best be summarised as *"treating others as you would like them to treat you"*.

Examples of this behavioural philosophy include, but are not limited to:

- be open and honest in all communication – students and staff
- respond promptly to communications
- show respect to all students and staff
- embrace change
- act with professionalism ensuring that personal goals are in line with the College vision and strategies
- have a good working knowledge of all policies and procedures

- be a self-starter, show initiative
- strive for excellence, take pride in what you do
- be accountable and responsible
- be punctual
- offer ideas for improvement
- offer and receive feedback
- be active in managing hazards and safety risk

### **Qualifications**

- Diploma of Library and Information Services (or equivalent)

### **Skills & Personal Attributes**

- strong knowledge of IT skills including Microsoft 365
- outstanding organizational skills
- excellent written and verbal communication
- exceptional interpersonal skills
- attention to detail and good problem-solving ability
- demonstrate initiative in your role

### **Employment**

- full-time

### **Essential**

- Employee Working with Children Card Check