



Library Technician

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| Position: | Library Technician |
| Department: | Primary College |
| Responsible to: | Principal |
| Reports to: | Manager – Junior Learning Centre |

About Sheldon College

Sheldon College is a premier independent, co-educational institution in the scenic Redland City. We are dedicated to delivering superior education to students from 15 months of age to Year 12. Our commitment extends to providing an unparalleled learning environment that integrates academic, sporting, and cultural dimensions. The upkeep and enhancement of our facilities are paramount, ensuring our students experience the best possible environment for their educational pursuits.

Our staff are our most valuable investment. Every team member plays a crucial role in delivering excellence in education. We deliver on our commitment to providing outstanding education in a safe, secure learning environment, underpinned by our **Love, Laughter and Learning** philosophy. Our Mission is *"to provide a quality educational experience in an environment that encourages and enables our students to succeed in a constantly changing world"*. This role is a critical stakeholder in the College realising that mission.

Position Overview

The Library Technician plays a vital role in supporting the Teacher Librarian in efficient operation of the library and delivering library services to staff and students. This role involves a focus on operational and technical aspects of library and information work, whilst also providing excellent customer service, managing the circulation desk, assisting with library events, and supporting the educational curriculum.

Duties and Responsibilities

This position description outlines the general nature and level of work performed by employees in this role. It is not an exhaustive list of all responsibilities, duties, and skills required. Employees may be required to perform other duties as assigned.

- Maintain library resources, records and systems, through cataloguing and classification.
- Sourcing of class sets, teacher resources and other resources as required.





Sheldon College POSITION DESCRIPTION



- Repair and maintain damaged resources.
- Provide customer service at the circulation desk.
- Assist students and staff in locating and using library resources.
- Show users how to use the Online Public Access Catalog (OPAC) and navigate the library.
- Shelving and organising library materials.
- Conduct stock take and inventory management.
- Compile and curate resources for staff linked to the Australian Curriculum.
- Run statistical reports using the Oliver library management system.
- General administrative tasks including covering books, ordering supplies including but not limited to; contact, barcodes, book labels, book tape, bookends, and signage, and maintaining library records.
- Supervise students before/after school and during break times.
- Manage tasks for volunteers and provide guidance as needed.
- Assist with planning and execution of library events such as Book Fair, Book Week, and National Simultaneous Storytime.
- Create and maintain library displays.
- Assist students and staff with technology support related to library resources.
- Ensure all library technology is functioning correctly and troubleshoot any issues.
- Participate in ongoing professional training and development specific to library needs.

General

- Assist with general administrative tasks as directed.
- Ensure adherence to the school's values and behavioral standard in line with the Staff Code of Conduct.
- Maintain high standards of dress and appearance in line with the school's Staff Code of Conduct.
- Comply with workplace health and safety requirements.
- Participate in staff meetings and professional learning as required.





Sheldon College POSITION DESCRIPTION



Required Skills and Experience

- ALIA accredited Diploma in Library and Information Services is desirable.
- Current Senior First Aid Certificate.
- Queensland Working with Children (Blue Card) or ability to obtain prior to employment.
- Previous experience assisting in a Primary school library setting.
- Highly organized with excellent attention to detail.
- Excellent technology skills including MS Office.
- Ability to create a safe, secure learning environment in which trust is fostered, individual differences are respected and valued, and students are encouraged to be risk-takers and self-directed learners.
- Strong team orientation with the willingness to contribute and collaborate in a team environment.
- Ability to establish effective relationships with colleagues and parents and partnerships within the wider community.
- High standards of personal integrity and professionalism.
- Willingness to model the 4C's – Courtesy, Consideration, Cooperation, and Common Sense.

Why work at Sheldon College?

At **Sheldon College** we are striving to be an Employer of Choice. We believe that **People Make the Difference** and reward staff by providing industry leading benefits supporting their Financial, Health and Wellbeing, Social, Family and Professional Growth and Learning. Some of those benefits include:

- Above Award remuneration.
- Salary Sacrifice and Superannuation Co-Contribution.
- College Paid Parental Leave.
- Employee Assistance Program 24/7 for Staff and Families.
- Corporate Discounts including Health Insurance & Optometry.
- Employee fee discounts at On-Site Early Learning Centre and Prep - 12 College.
- Coffee and Cake days every Term, Team BBQs and Lunches regularly.
- Staff room essentials including Bread, Raisin Toast, Condiments, Tea, Coffee, Milk.
- Professional Development is paid and release time supported.
- Subsidised Staff Study & Scholarship Program.

