

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

~ Position Description – Library Assistant ~

Title	Library Assistant
Appointed by	The Executive Principal
Responsible to	The Head of Library Services through the Library Coordinator

Accountability

General day-to-day direction may be delegated to the campus Library Coordinator, as defined and confirmed by the Head of Library Services.

RESPONSIBILITIES AND DUTIES

1. Overview

Chairo Christian School has multiple campuses, each with its own Library, which together form a single library network. The Head of Library provides cross-campus leadership, being responsible for the management of all libraries. Library Coordinators, Library Technicians and other library staff assist with the management of specific library functions.

2. General Expectations

2.1 Teamwork within the Organisation

As a team player in this organisation the staff member will use their professional knowledge to assist in further developing and maintaining a workplace for staff that:

- a. Is founded on the person of Jesus Christ and honours Him in all that we do.
- b. Reflects a community in which Christian love and concern are woven into the task of learning and team work.
- c. You will be required to ensure that you:
 - i. Model a lifestyle that reflects Christian practice and beliefs in your everyday work.
 - ii. Work positively towards the success of Chairo Christian School's activities and traditions.
 - iii. Help maintain a positive and enthusiastic work environment.
 - iv. Support the ethos that the company requires of the school.
 - v. Are aware of your membership in the Christian community and respect and support the directions of the company through the leadership of the Board and Principal.
 - vi. Participate in Performance Management processes to continue developing skills.
 - vii. Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students.

2.2 Provide an example to all by:

- a. Modelling Christian behaviour, practices and beliefs.

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- b. Building cooperative and supportive relationships with the Board, Principal, teachers, support staff, students and parents.
- c. Promoting equity of access and receptivity to ideas.
- d. Always acting in the best interests of Chairo Christian School and its ethos.
- e. Modelling the use of appropriate and proper channels of communication.

Specific Duties:

The Library Assistant has responsibility to:

- Undertake circulation duties
 - To issue, return and shelve resources
 - To complete regular shelf checks
 - To assist with campus management of overdues
 - To communicate with Finance recuperation costs for damaged/lost books
- Manage campus class sets
 - To review condition, and ensure appropriate copy numbers
 - To liaise with teaching staff for class set term/year requirements
- Manage the circulation desk
 - To take room bookings and class text collection
 - To promptly answer library emails and calendar bookings
- Assist with the processing and maintenance of resources
 - To cover books, undertake basic repairs
 - To conduct weeding and stock taking as required
- Demonstrate strong ICT skills
 - Competent use of word processing programs
 - To confidently use library and school systems (Oliver, Linc) and digital resources (ClickView, Britannica School)
- Assist students and teachers with reference enquiries
 - To know basic search techniques for OPAC, the web and databases
 - Actively support the use of OPAC and Library Linc
 - Actively help in locating relevant physical and online materials
- Operate and maintain library equipment
 - To confidently use and demonstrate use of TVs, iPads, computers, phones and photocopiers
- Promote and foster students' reading engagement:
 - To have collection knowledge and of current children's/YA literature;
 - To provide input into purchases as appropriate;
 - To support and assist with library/classroom reading programs.
- Maintain a welcoming, tidy library environment.
- Proactively engage school community with library services, resources and facilities

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- To regularly liaise with teaching staff for:
 - timely resource provision including class sets and curriculum materials
 - booking classroom research, referencing or wider reading sessions
- Provide practical library services:
 - assist with laminating, binding, covering, photocopying, scanning;
 - assist with promotional activities and displays.
- Undertake supervision during recess, private study, or assessments, as required.

Assist Head of Library Services and other library staff with duties as required.

Child Safety Responsibilities

All support staff members are required to be familiar with the contents of our Child Protection and Safety Policy and our Child Protection Program, and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

Child Safety specific experience, qualifications and attributes

- Experience in working with children
- An understanding of appropriate behaviours when working with children.
- Display a high level of integrity and trust
- Ability to role model the school's values
- Ability to identify and minimise risks to child safety
- Ability to adapt curriculum delivery methods

Required Skills, Experience and Capacity

- Information Studies qualification or experience preferable;
- Excellent communication and Customer Service skills;
- Strong ICT skills;
- High level of organisational skills
- Working at any School campus, as required by the Head of Library Services;