

POSITION DESCRIPTION

Title:	Library Technician
Status:	Part- time 0.6 FTE
Position Reporting to:	Head of Library and Information Services
Date:	2026

At Genazzano FCJ College, we're on a mission... to fuse the wisdom gained from over 135 years of educating girls, with the best techniques and practices of contemporary learning. Together, it redefines individual academic success and creates a distinctive opportunity to equip girls for a future we cannot imagine – but are privileged to guide them to.

From the co-educational Early Learning Centre (3- and 4-year-olds) to the specialist girls' pathways from Preparatory to Year 12, Genazzano is on a relentless quest to unlock the potential of every student as they uncover their personal excellence and fuel their aspirations. To do this, our professional environment at Genazzano emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and parents.

Our Catholic faith and educational expertise energise us to prepare our students for a future where the keys to success will be very different to that of the past. For this reason, we unapologetically coach our students outside their comfort zone and challenge them to think critically about the world they'll inherit. This commitment extends beyond the classroom. We believe in nurturing not just their minds but also their hearts and spirits. Hope, courage, and a profound sense of community are the pillars upon which Genazzano FCJ stands.

As a future-oriented community, with a distinctive learning culture and a heart for humanity, we value reflection, excellence, wisdom, and service to empower our students and staff to transform the world around them.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal children and students with a disability, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy* and a *Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

POSITION PURPOSE

Library technicians, under general direction and instruction, perform responsible tasks associated with the efficient operation of the library service. All library staff report to the Head of Library Services and all non-teaching roles form part of the non-teaching staff of the College and have a reporting relationship to the Business Manager. The library technician works independently, with little supervision. It is essential that they are a good communicator, able to interact effectively with all members of the college community. Supervision may be necessary and satisfactory work progress checks may be carried out.

POSITION OBJECTIVES

- Maintain the efficient and timely processing of library resources
- Support the teaching and learning program of the library service
- Assist all members of the college community in their use of library spaces and resources
- Perform responsible tasks associated with the efficient operation of the library service

RESPONSIBILITIES AND DUTIES

The following duties are integral to this position and may be required at any branch of the library service

- Desk duties including circulations and other general inquiries
- Operate automated library system – (Oliver Library Software)
- Creating reading lists and collecting print resources to support IB PYP units of study
- Cataloguing of resources including books, ebooks and other materials
- End processing of resources including labelling, covering and repairs to ensure items are shelf ready
- Management of journal collection (paper and digital) including payments via Synergetic
- Creation and distribution of overdue item lists.
- Maintenance of library spaces, including tidying
- Shelving
- Joint responsibility for ordering and maintenance of supply of stationery, covering materials, etc
- Supporting teacher-librarians with general supervision, setting up classes, displays, activities and events
- Collection management including stock take, generating report data, and weeding
- Attending to other general library duties as required

KNOWLEDGE AND EXPERIENCE

- Good communication and organization skills
- Experience in working in an educational Library environment

- Accredited library technician qualifications preferred

CONDITIONS OF EMPLOYMENT

- The position is employed under the Catholic Education Multi-Employer Agreement (CEMEA) 2022
- This role is a Category C holiday position which provides 7 weeks school holiday leave (1 week leave during Terms 1, 2 & 3 holiday breaks and 4 weeks at Term 4 break).
- Salary commensurate with skills, qualifications and experience
- Child Safety Ministerial Order screening processes apply to this role including the need to maintain a Working with Children Check and National Criminal Record Check