Position Description	
Position:	Library Technician
Campus:	Penbank
Learning Area/Department:	Library Services
Reports to:	Head of Libraries and Head of Penbank
Key Relationships:	Library team; Campus students and staff; School community

School Overview:

Located on Victoria's Mornington Peninsula, Woodleigh School is an independent, coeducational school comprising two Junior Campuses, Minimbah in Frankston South, Penbank in Moorooduc and a Senior Campus in Langwarrin South.

At the heart of a Woodleigh Education is our commitment to the holistic development of every student within our school. We provide a nurturing and challenging environment that supports students to develop the knowledge, skills and dispositions that they will need to thrive, at and beyond school. We aim to develop independent, resilient, creative and compassionate individuals who can find personal success in life, while making a positive contribution to the communities in which they live.

At Woodleigh School, we see the development of academic learning, personal wellbeing, and student engagement as being interdependent. As a result, we promote the development of student outcomes across the essential elements of learning: the understanding of concepts, the acquisition of knowledge, the mastery of skills, the development of productive attitudes, and the ability to perform meaningful tasks in real world settings. We understand that such deep learning is best cultivated in safe, supportive and respectful environments where students can take risks, question their assumptions, respond creatively, and explore new ways of thinking.

Woodleigh School is an equal opportunity employer.

Position Summary:
The Library Technician works as integral part of the library team, and the school as a whole. The Library Technician assists the Head of Libraries to provide excellent information, IT, and recreational resources to patrons. The Library Technician plays a pivotal role in the accurate and consistent administration of library systems, which may include, but are not restricted to, the Library Management System, databases, video management system, ordering and processing of resources, the organisation of collections and spaces, and collaborative projects as required. The Library Technician may, on occasion, be required to deputise for the Head of Libraries, at their discretion and under direction.

Key Responsibilities:
- Operate and maintain the Library Management System (*OliverV5*).
- Have an understanding of the current curriculum across the campus and school in order to support library purchasing and teaching programmes.
- Guide and assist students and staff to retrieve information and resources.
- Operate the circulation desk using the *OliverV5* Circulation Module.
- Regular shelving, shelf reading, and tidying/moving of physical library materials and furniture.
- Under the direction of the Head of Libraries, withdraw resources which need to be mended, replaced, or discarded.

- Assist with the retrieval of overdue items through face-to-face, printed, and emailed reminder notices.
- Under the direction of the Head of Libraries provide lists of borrowers with items that are long overdue to Accounts Receivable in order to recoup Replacement Costs.
- Catalogue and process new and existing campus resources in a timely manner.
- Order, process and manage periodical subscriptions and memberships to professional organisations.
- Acquisition of new materials at the request of staff and students, with the approval of the appropriate fund manager.
- Communicate with suppliers to complete orders.
- Assist students and staff to conduct searches of the catalogue and locate physical and digital resources.
- Supervise students.
- Update and develop library skills and knowledge through approved professional development.
- Assist with running library activities.
- Technical assistance with IT and equipment as required.
- Actively embrace changes in IT, software, and policy.
- Administer ClickView or equivalent video management system.
- Administer and operate photocopiers, printers, and other IT and AV equipment.
- Involvement in the co-curricular programmes of the campus.

Selection Criteria:
Experience and Skills:
- A proven keen and thorough eye for detail.
- Enthusiastic, flexible and engaged team member.
- Must have experience working with children.
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.
- Excellent understanding and application of interpersonal skills.
- A high level of proficiency in the use of software programs such as, but not limited to: Office suite, Mac suite, Publisher or similar, Adobe Photoshop and InDesign, Cricut Design Space, SEQTA LMS, video conversion software, etc.
- Recent experience in developing and presenting promotional material, displays, bookmarks, posters, social media campaigns, etc.

Education and Qualifications:
- Diploma of Social Sciences in Library and Information Studies/ Diploma in Library and Information Services, and/or equivalent or higher qualifications and experience.
- Eligible for Library Technician membership of ALIA (Australian Library and Information Association).
- See https://www.alia.org.au/course-accreditation for further details.

Personal Qualities:
- A commitment to Woodleigh's Values of Respect for Self, Respect for Others and Respect for the Environment.
- A commitment to the School's co-curricular, experiential and outdoor education programmes.
- Ability to work effectively within a team.
- The determination to strive for personal best.
- A willingness to innovate and encourage the development of creativity.

Desirable:
- Recent experience working in a school or public library, or equivalent.
- A 'wide reader'.

Conditions of Employment:

- A Working with Children Check is required for this position.
- Qualification and First Aid Training confirmation is required for this position.
- Woodleigh is an Equal Opportunity Employer and is committed to appointing staff on the basis of merit.
- At Woodleigh School we have zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. All staff are to abide by the Child Safety Code of Conduct.
- It is a condition of employment that all staff take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunity and a workplace free from discrimination and harassment.
- All staff are required to observe and uphold all of Woodleigh's Privacy policies and procedures as implemented or varied from time to time.
- Woodleigh operates a smoke-free work environment.

Prepared by:	Head of Library Services
Date prepared:	November 2025
Employee Signature:	
Date:	