



Position Description

Position Title	Library Assistant
Department	Langer Library
Reports to	Head of Secondary Library Services
Direct Reports	N/A
Purpose and Objectives	<p>St Peters Lutheran College is the pre-eminent coeducational day and boarding school in Brisbane.</p> <p>The position of the Library Assistant will support the Head of Secondary Library Services in fostering the effective and efficient functioning of Langer Library and the Senior Study Centre. The position requires effective interpersonal and people management systems combined with solid Microsoft Office suite and various other learning management systems ability to offer professional, discreet support to students and staff.</p> <p>The Library Assistant is required to demonstrate competence in managing aspects of routine library procedures, maintaining the efficient functioning of Langer Library and supporting the Head of Secondary Library Services in the delivery of library services. In addition, the role involves the administration of missed senior exams as well as direct supervision of Year 11-12 students on Study Lines and after-school library users.</p> <p>Working under the direct supervision of the Head of Secondary Library Services, you will actively contribute to a positive workplace culture and ensure that you achieve highest standards of performance and integrity, and foster genuine partnerships across all levels of stakeholders to deliver College outcomes.</p>
Key Accountabilities	<p>Use your initiative to prioritise tasks and monitor your workflow in the delivery of College priorities in accordance with approved project / service plans, achieving the highest standards of performance, accountability, collaboration, ethics, and integrity.</p> <p>Actively contribute to the development of a positive and high performing team culture, including by identifying and implementing opportunities to improve teamwork practices.</p> <p>Library Services</p> <ul style="list-style-type: none">• Under the direction of the Head of Secondary Library Services, assist in the accessioning of resources to the library collection.• Assist with the day-to-day management of the circulation desk and associated duties.• Administer and maintain up-to-date patron records on Infiniti.• Supervise clientele in the circulation (loan & return) of resources via Infiniti (Learning Management System)• Action the recall and collection of loans at designated times/as needed.• Shelf library resources.• Process staff and student requests.



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	<ul style="list-style-type: none"> • Correspond with parents with regards lost and long-overdue books as required. • Assist in the execution of Library stocktakes at designate times. • As directed, archive and delete culled resources from the collection and dispose of in accordance with the College Collection Development Policy. <p>Services, Systems & Equipment</p> <ul style="list-style-type: none"> • Assist clientele to use Infiniti, Langer Library's Firefly Page, LibGuides, databases, eBook platforms such as OverDrive, the internet & other electronic systems and resources. • Open and close Langer Library and the Senior Study Centre as required. • Update Langer Library LibGuides pages as required. • Provide assistance to students in Langer Library and Senior Study Centre. • Mark electronic rolls and follow procedures as required in Langer Library and Senior Study Centre. • Advise users about the collection and assist with reference queries. • Monitor care and maintenance of Langer Library and Senior Study Centre facilities. • Arrange equipment and furniture for special events as requested. • Administer and supervise missed exams as required. • Actively supervise students in Langer Library and Senior Study Centre. • Manage the learning space and environment in the Senior Study Centre. <p>Public Relations/Promotions</p> <ul style="list-style-type: none"> • Assist in the production of library promotional materials. • Support and assist with author visits, literary events, displays and updating of noticeboards. • Accompany colleagues and students to special events (e.g. Reader's Cup) as required. • Create slide decks, Scavenger Hunts and other lunch time activities for special events. • Assist with co-curricular activities e.g. Student Book Club, Inter-House Reader's Cup as required. <p>Other Duties</p> <ul style="list-style-type: none"> • Develop a competent understanding of Copyright Legislation in order to support staff and students as a first point of call. • Perform a range of general duties including assisting in the preparation for class lessons, book repairs, and shelving. • Arrange maintenance of computers, scanners, photocopiers, and order consumables as required. • Other duties as directed by the Head of Secondary Library Services and Head of College. <p>Undertake administrative processes and other tasks as directed for the effective achievement of College outcomes; ensure that all College policies and procedures, such and financial management, occupational health and safety, and conduct are complied with.</p>
Key Relationships	<p>Internal: Library Services, Staff, Students</p> <p>External: Junior High and Senior School Community</p>



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Selection Criteria	<p>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</p> <p>SC1 – Experience and qualifications</p> <ul style="list-style-type: none"> • Prior experience in a library position and/or secondary school setting ideal but not essential • Prior experience in working with children, especially with research/academic and recreational reading ideal but not essential. • Ability to provide active supervision and communicate clear behavioural expectations. <p>SC2 – Knowledge, skills and capabilities</p> <ul style="list-style-type: none"> • Effective verbal, written and interpersonal skills. • Efficient time management and organizational skills • Proficient technology/computer skills including MS Office Suite and a proven ability to acquire new competencies. • Ability to pay attention to detail and complete tasks to a high standard and according to deadlines. • Ability and willingness to acquire new skills. <p>SC3 – Demonstrated interest in children's and young adult's literature and literacy.</p> <p>SC4 – Proficiency in the Infiniti Library System (Concord), databases and eBooks systems (or the ability to rapidly acquire such skills) and/ or the ability to acquire new technical skills.</p> <p>SC5 – Ability to work as part of a team, as well as independently.</p> <p>SC6 – Personal capabilities</p> <ul style="list-style-type: none"> • Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct. • Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College's strategic and operational objectives and values. <p>SC7 – Christian Ethos</p> <p>An understanding of, respect and demonstrable support for the College's Christian ethos.</p>

Job Details	
Position Status	Permanent Part Time
Hours of Duty	
Classification	School Officer Level 3 Step 1

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Annual Salary	<p>\$33.83 per hour plus Superannuation.</p> <p>Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024.</p>
Superannuation	12.75% employer contribution from 1 July 2025
Location	<p>St Peters Lutheran College – Indooroopilly</p> <p>66 Harts Road, INDOOROOPIILLY QLD 4068</p>
Professional Behaviours	<p>Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards.</p> <p>All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.</p>
Child Protection	<p>All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace.</p> <p>Employees must understand and adhere to the College's Child Protection Policy and Procedures.</p>
Health & Safety	<p>All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.</p> <p>Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.</p>
Policies & Procedures	<p>Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or Queensland Lutheran Schools Single Enterprise Agreement and take the responsibility to maintain currency with these.</p>
Compliance Requirements	<p>Right to work in Australia</p> <p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>



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Other Relevant Information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>
Further Information	<p>Further information about St Peters can be found at www.stpeters.qld.edu.au</p>

13 November 2025