



Position Title	Library Technician
Department	Secondary 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 Library Technician is responsible for the efficient and effective operation of the Secondary library at St Peters Lutheran College. This role involves managing library resources, supporting teaching and learning, and providing exceptional service to students, staff, and the wider community. The Library Technician ensures that library services align with the College's strategic goals and contribute to fostering a culture of reading, learning, and resource accessibility.</p> <p>Reporting to the Head of Secondary Library Services, the Library Technician is an experienced role in a small team responsible for the efficient and effective operation of the Langer Library at St Peters Lutheran College, Indooroopilly, aligned to the College's Strategic Intent to foster a culture of reading, learning, and resource accessibility.</p> <p>This is an exciting role for an information professional who will contribute to the success of St Peters Lutheran College.</p> <p>Working under the broad supervision of the Head of Teaching and Learning Innovation and 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> <p>Key objectives to the success of this role include:</p> <ol style="list-style-type: none">1. Manage Secondary Library collections, ensuring resources are current, relevant, and accessible to students and staff.2. Provide exceptional service to students, staff, and parents by supporting access to physical and digital library resources.3. Support teaching and learning programs by maintaining and promoting library resources.4. Promote literacy and library engagement through innovative displays, events, and services.5. Ensure compliance with copyright legislation and library management standards.
Key Accountabilities	<p>Acquisitions, Cataloguing, and Classifying</p> <ul style="list-style-type: none">• Manage the acquisition and access of library materials for the Secondary Library collections in accordance with the Dewey Decimal System/Gentrification.• Catalogue resources independently, maintaining accurate and up-to-date



records.

- Manage resources including purchase orders, receipting, managing invoices and orders and, upon arrival, unpacking, checking, and cataloguing College resources.
- Cross-check catalogue records in external databases and append relevant data as required.
- Handle original cataloguing tasks as necessary.

Circulation and Patron Services

- Manage all circulation processes, including loans, returns, recalls, and overdue book management.
- Maintain up-to-date patron records and supervise student use of library resources.
- Correspond with students and staff regarding lost and overdue materials.
- Shelve library resources and manage day-to-day operations at the circulation desks.
- Process staff and student requests for library materials and services.

Stock take and Collection Maintenance

- Conduct stock takes, ensuring accurate records and appropriate archiving and culling of outdated resources following the Collection Development Policy.

Teaching and Learning Resources

- Assist students and staff in accessing and navigating both physical and digital library resources.
- Provide support for staff and students in research and resource queries.
- Maintain the organisation and functionality of Teaching and Learning resources, providing recommendations for new materials and updates as required.

Supervision of Senior Secondary Students

- Oversee and supervise Senior Secondary students during study lessons, ensuring a conducive environment for focused work and providing access to library resources as needed.

Public Relations and Promotions

- Lead library promotional activities, including creating displays, coordinating special events, and updating library noticeboards.
- Collaborate with staff on promoting library services and resources to enhance student engagement with reading and research.

Other Responsibilities

- Ensure compliance with copyright legislation and assist staff with resource usage queries.
- Manage and consult around Library timetables and accessing/sharing of physical spaces.



	<ul style="list-style-type: none">Provide general support, including contacting books, book repairs, photocopying, etc.Perform any other duties as directed by the Head of Secondary Library Services, Head of Teaching and Learning Innovation, or the College leadership. <p>Compliance and WHS</p> <ul style="list-style-type: none">Adhere to Work Health and Safety standards, reporting hazards and ensuring a safe environment.Ensure all activities comply with copyright legislation.
Key Relationships	<p>Internal: Head of Secondary Library Services, Teacher Librarians, and Library Assistants</p> <p>External: Service providers, and suppliers</p>
Selection Criteria	<p>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</p> <p>SC1 – Qualifications</p> <ul style="list-style-type: none">Certificate/Diploma in Library Services or equivalent experience. <p>SC2 – Knowledge and Skills</p> <ul style="list-style-type: none">Proficiency in independently managing cataloguing, circulation processes, and library databases.Depth of knowledge of children and young adult literature to support literacy programs and evaluate academic resources. <p>SC3 – Organisation and Resource Management</p> <ul style="list-style-type: none">Proven ability to manage library resources effectively and maintain organised spaces. <p>SC4 – Communication and Service Delivery</p> <ul style="list-style-type: none">Excellent interpersonal and communication skills to support diverse library users and liaise with a range of library stakeholders (students, parents, suppliers).Ability to provide quality training for Library Assistants that supports the effective operation of the library. <p>SC5 – Initiative and Innovation</p> <ul style="list-style-type: none">Capacity to work independently, adapt to changing needs, and innovate library services. <p>SC6 – Compliance and WHS</p> <ul style="list-style-type: none">Understanding of copyright legislation and commitment to WHS practices. <p>SC7 – 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 a manner that aligns with the College's strategic and operational objectives and values.



	SC8 – Christian Ethos <ul style="list-style-type: none">• An understanding of, respect and demonstrable support for the College's Christian ethos.
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Job Details	
Position Status	Permanent
Hours of Duty	Full time – 76 hours per fortnight Monday to Friday. Library operating hours range between 7:45AM – 8:30PM 40 school calendar weeks per year
Classification	School Officer Level 4
Annual salary	\$74,051 to \$77,936 per annum plus Superannuation. 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 .
Superannuation	12.75% employer contribution from 1 July 2025
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPILLY QLD 4068

Our Values	
Professional Behaviours	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. 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.
Child Protection	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. Employees must understand and adhere to the College's Child Protection Policy and Procedures.
Health & Safety	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. 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.



Our Values

Policies & Procedures	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.
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>
Other relevant information	<p>The College will conduct relevant and required applicant checks which include 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	Further information about St Peters can be found at www.stpeters.qld.edu.au