



Position Description

Position:	Library Assistant (Junior School)
Position Status:	Part-time (0.6 FTE), ongoing, Term time only
Classification:	Level 3, in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
Reports to:	Junior School Librarian. All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College (PLC) is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



Context of the Role

The PLC Junior School curriculum is carefully designed to be dynamic, innovative and enable students to excel. It is focused on building strong foundations in the classroom through literacy, numeracy, integrated studies, and personal and social development. This is supplemented by a wide range of engaging programs in specialist areas of Music, French, Christian Education, ICT, Art, Drama and Dance, Library, and Physical Education, including swimming. Access to technology for students is both in the classroom and in the ICT centre. The Department of Individual Differences provides for the development of talent through a range of programs as well as support and ESL when a need is identified.

Within the Junior School there are 23 classes and 50 teachers including class teachers and specialists. There are 3 classes at each level from Preparatory to Year 4 and then 4 classes at Year 5 and Year 6. Small class sizes enable the learning of each student to be monitored and extended. The approach to learning in the Junior School is further enhanced by the expansive, purpose-built facilities and open outdoor play and sporting spaces.

The Library Assistant is part of the Junior Library team in the Junior School, and works with the Library Services department which incorporates the Heritage Gallery, and Archive, the Senior and Junior Libraries and Video resources in the College. All members of staff in the College will also be aligned to the College's goals, as set out in the strategic plan.

Position Overview

The Junior School Library Assistant supports the effective daily operation of the Junior School Library. Working under the direction of the Librarian and Teacher-librarian, the Library Assistant contributes to the maintenance, organisation, and presentation of library resources and spaces.

This role ensures that the library functions as a welcoming, efficient, and inspiring environment that promotes a love of reading and learning among students. The Library Assistant also plays a critical part in maintaining the accuracy of the library's collections and systems, supporting staff and students, and assisting in the long-term goal of ongoing maintenance and improvement of Library functions and collections.

The Junior School Library Assistant will work Wednesday to Friday between the hours of 8.00am and 4.00pm, during term time only.

Key Responsibilities:

Examples of duties include but are not limited to:

Collections & Catalogue Maintenance

- assist with weeding and updating library collections in accordance with ALIA standards and school guidelines
- contribute to the annual stocktake including conducting physical audits, creation of reports, and identifying and correcting mislabelled or incorrectly catalogued items in the library database
- shelf all returned books from staff and students promptly and accurately
- shelf and maintain Teacher Resources, ensuring materials are accessible and logically organised
- assist in the improvement of access to the collection through the maintenance of catalogue records for resources to improve accuracy and accessibility
- develop and maintain Quicklists for Special Collections and curriculum-related topics
- attend regular Library Services and Library General staff meetings



Library Systems & Administration

- maintain and update the library management system, ensuring data accuracy
- assist with circulation duties, including loans, returns, and overdue tracking
- support stocktakes, data corrections, and reporting
- keep accurate records of weeding, donations, and disposals

Student & Staff Support

- provide friendly, professional assistance to students and staff in locating and using library resources
- assist with reading promotion activities, displays, and events including Book Week
- maintain a tidy, inclusive, and inspiring library environment that supports learning and wellbeing

Other Duties

- as directed by the Junior School Librarian
- maintain up-to-date understanding and support of the College's commitments to Child Safety, Health & Safety, and Policy & Compliance

Key Relationships:

- Junior School Librarian
- Junior School Teacher-librarian
- Head of Library Services
- Library Services Staff
- Head of Junior School
- Deputy Heads of Junior School
- Junior School Students
- Junior School Teachers and Staff

Mandatory Qualifications / Registrations / Certifications:

- current Employee Working With Children Check (WWCC)
- current certification, or willingness to obtain certification, through PLC-run programs:
 - Provide First Aid (HLTAID011) and CPR (HLTAID009) certificates
 - Asthma First Aid certificate
 - Anaphylaxis Management certificate
 - MARAMS - Protecting Children - Mandatory Reporting and Other Legal Obligations for Non-Government Schools (or equivalent)

Please note: Staff are required to maintain current certification and compliance training as required

Knowledge, Skills and Experience:

- previous experience in a school or library setting
- familiarity with ALIA standards and collection management principles, would be well regarded
- proficiency with Microsoft Office including Excel
- demonstrated efficiency, attention to detail, and strong organisational skills
- ability to work independently on backlog and data correction tasks
- excellent interpersonal skills and a genuine enthusiasm for children's literature
- capacity to prioritise effectively within a busy school environment



Key Attributes:

- possesses a desire to work with children and staff in a school Library environment
- a warm, positive, and considerate manner
- a proactive and continuous improvement approach
- ability to work independently and collaboratively as required
- enjoys working in and contributing to a friendly and service-oriented team
- ability to think analytically
- ability to work independently and collaboratively as required
- calm under pressure
- a commitment to ongoing professional learning and growth
- a commitment to accuracy, professionalism, and teamwork
- actively supports the College's mission, values and goals in all dealings with members of the school family and wider community

All appointments of General Staff are subject to a satisfactory National Police Check, at the expense of the employer.

Dr Emma Burgess
Principal

February 2026

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive