



Position Details

Position	Library Assistant [Senior School]
Award	Educational Services (Schools) General Staff Award 2020
Agreement	Trinity Grammar School, Kew – Enterprise Agreement 2023
Award Classification	Curriculum/Resources Services
Salary Level	Level 3
Term Time Only	Yes
Position reports to	Head of Senior School Library Services

Position Summary

The Library Assistant collaborates with and supports members of the Library team and provides support to staff and students that encourages the development of information literacy skills, independent learning and lifelong learning.

Library staff may be required to work across both School's libraries located at the Senior School and Junior School.

The Senior School library opening hours are 7:30am – 6pm during term time only.

Educational Support Staff Commitment

All members of the Educational Support Staff (ESS) team are expected to support each other in achieving operational and strategic goals and work towards the continuous improvement of the school's systems and programs. ESS must be willing to assist and support other members within the team in accordance with the School's expectations of collegiality and teamwork. The Director of Business or their delegate may assign reasonable duties in addition to the duties and responsibilities in this position description.

All ESS staff are employed in accordance with and under the Educational Services (Schools) General Staff Award 2020 and the Trinity Grammar School Kew Enterprise Agreement 2023 or the Award and Agreement that supersedes them.

Responsibilities and Duties

Acquisitions-related tasks and services

- Physical processing of new resources and minor repairs of existing resources
- Assisting with the ordering process
- Assisting in the preparation and distribution of teacher and student resources at the beginning of each term/year, or as requested



Circulation-related tasks and services

- Responding to student and community requests
- Performing circulation desk duties, including loans, returns, reservations and bookings
- Contacting books and assisting with cataloguing process
- Shelving and shelf reading library materials
- Assisting with the generation and distribution of notices for overdue resources
- Assisting with stocktaking
- Assisting with review and maintenance of the collection
- Assisting with the setting up of displays

Other tasks and services

- Assisting with general supervision of students in the library
- Contributing to the development of documented procedures
- Assisting with operation of, management of, and minor troubleshooting for photocopier, printers, and other library related or supplied equipment
- Monitoring, ordering, and maintaining stock levels of stationery
- Assisting with delivery, and distribution of daily newspapers, as needed
- General tidiness and organisation of the library including shelves and study areas.
- Assisting in the development and implementation of activities that increase the usage of the library by staff and students
- Assisting teachers in running research, reading and literacy programs
- Assisting in the maintenance of digital equipment held in the library and supporting student and staff use of such equipment such as OPACs and Self –Borrowing Kiosk.
- Assisting in the maintenance of a healthy and safe working environment, ensuring identified risks regarding equipment, resources and facilities are reported to appropriate OH&S personnel within the school
- Any other duties as agreed upon with the supervisor

Knowledge and Skills

- Certificate III in library and information services, or higher, or experience that would equate to such a qualification is desired but not essential
- Knowledge of school library operations desired but not essential
- Experience in other school libraries desirable but not essential
- Assist students and teachers to access information
- Organise, maintain and promote library collections of print and digital resources
- Use integrated library management system and other computer packages
- Work effectively as a team member and promote team success
- Implement workplace health and safety practices
- Respect copyright legislation
- Use, evaluate and develop own information literacy skills
- Consolidate and maintain industry knowledge



Personal Qualities

- Ability to build and maintain meaningful relationships with colleagues and the wider school community.
- Patient and understand with a caring and compassionate approach.
- Genuinely embody the School's values through conduct, performance, and collegiality.
- Approachable, emotionally intelligent and a positive mindset.
- A reliable and dependable person with professional integrity.

Selection Criteria

- Experience working with children
- Experience working in a collaborative environment
- Demonstrated experience in multitasking and prioritisation of work
- Genuine interest in books and literature
- Genuine interest in the learning and development of children

Connectedness and Collaboration

- Other Library staff members in Senior and Junior School
- Current Staff
- Current Students

Our Values

- Truth – seeking understanding.
- Courage – being our best selves.
- Community – connecting and learning together.
- Service – putting others first.

Policies and Procedures

All employees of Trinity Grammar School are expected and required to understand and adhere to all school policies and procedures. It is a condition of employment that all employees attend and participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of school policy may result in disciplinary action.



Child Safety

Trinity Grammar is a school where the dignity of each person is recognised, respected, and fostered. The School has zero tolerance for child abuse and will treat very seriously all allegations and concerns. In line with its commitment to child safety, the School has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse, and set up processes to properly respond to allegations of child abuse.

All Staff at Trinity Grammar School are required to:

- Have current VIT registration or a current employee Working with Children Check;
- complete all mandatory reporting training and education about child safety;
- adhere to the School's Child Protection Policies, Staff Code of Conduct and associated policies and procedures;
- report suspected cases of child abuse in accordance with the School's policies.

Occupational Health and Safety

All employees must:

- take reasonable care for their own psychological and physical health and safety;
- take reasonable care not to adversely affect the health and safety of other persons;
- comply with reasonable health and safety instructions, as far as they are reasonably able, and
- cooperate with reasonable health and safety policies or procedures.

Approval

Developed by	Office of People & Culture
Approved by	Principal or delegate
Approval date	
Next review date	

This position description summarises the duties and responsibilities associated with the position and classification level. It is not an exhaustive list of duties, and this position description may be reviewed by the Principal or their delegate in response to the school's operational and strategic requirements and the development of skills and knowledge for this position.