

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

~ Position Description – Library Administration Assistant ~

- Participate in Performance Management processes to continue developing skills.
- Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students.

Provide an example to all by:

- Modelling Christian behaviour, practices and beliefs.
- Building cooperative and supportive relationships with the Board, Principal, teachers, support staff, students and parents.
- Promoting equity of access and receptivity to ideas.
- Always acting in the best interests of Chairo Christian School and its ethos.
- Modelling the use of appropriate and proper channels of communication.

Specific Duties:

The Library Administration Assistant has responsibility to:

- Digital Platforms & Content Management
 - Create and maintain LINC tiles and pages to support library services and curriculum needs.
 - Publish and manage LINC posts at both campus and whole-school levels.
 - Maintain backend administration of Snapforms to support library workflows.
 - Support ePlatform marketing, including promotion of digital resources.
- Marketing & Communications
 - Use Canva to design marketing materials supporting all campuses, including:
 - Author visit flyers
 - Children’s Book Council of Australia (CBCA) initiatives
 - Premier’s Reading Challenge (PRC) promotions
 - Develop and maintain the library TV display for school events or resource promotion.
 - Promote and assist with coordination of whole school library events as directed.
 - Communicate with staff and external suppliers regarding library initiatives and events.
- Book Ordering & Resource Management
 - Complete book orders including:
 - Teacher resources
 - Class set texts
 - Whole-school book orders
 - Receive books and follow established book ordering and processing procedures.
 - Liaise with Finance regarding book orders, requisitions, and invoices.
 - Assist with monitoring whole school library budget under the direction of Head of Libraries
 - Process requisitions and manage order documentation.

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- Programs & Events Support
 - Provide administrative support for PRC, assisting staff to navigate processes and requirements.
 - Assist with author visits, including:
 - Supporting bookings for all campuses
 - Communicating with Booked Out and other providers
 - Coordinate Lamont Book Fair logistics, including booking dates and working during Book Fair week.
- Whole-School & System Support
 - Manage Whole School RAECO orders, CBCA merchandise orders, and Book Contact whole-school orders.
 - Provide National Simultaneous Storytime (NSS) administrative support as required.
 - Support consistent library operations across all campuses.
- Demonstrate strong ICT skills
 - Competent use of word processing programs
 - Confidently use library and school systems (Oliver, Linc) and digital resources
- Operate and maintain library equipment
 - Confidently use and demonstrate use of TVs, iPads, computers, phones and photocopiers
- Maintain a welcoming, tidy library environment.
- Assist Head of Library Services and other library staff with duties as required.
- Participation in whole school library meetings.
- Supervision of students as necessary.

Child Safety Responsibilities

All support staff members are required to be familiar with the contents of our Child Protection and Safety Policy and our Child Protection Program, and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

Child Safety specific experience, qualifications and attributes

- Experience in working with children
- An understanding of appropriate behaviours when working with children.
- Display a high level of integrity and trust
- Ability to role model the school's values
- Ability to identify and minimise risks to child safety
- Ability to adapt curriculum delivery methods

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Standards of Performance

Performance will be measured using the Areas of Responsibility and will be determined against evidence of the following particular standards.

- Achievement in relation to the duties outlined in the Position Responsibilities (above)
- Contribution towards the development of distinctively Christ-centred workplace culture
- Maintaining appropriate confidentiality and professionalism in carrying out the role
- Upholding the dignity of the position.

An annual Pathways process will be conducted to facilitate feedback, professional development and guide training opportunities

Required Skills, Experience and Capacity

- Strong administrative and organisational skills
- Strong ICT skills
- Experience with digital platforms (LINC, Snapforms or similar systems)
- High-level Canva design capability
- Effective communication and Customer Service skills
- Attention to detail in ordering, record-keeping, and financial processes
- Ability to manage multiple priorities across campuses
- Working at any School campus, as required by the Head of Library Services
- A current Working with Children's Check.