



POSITION DESCRIPTION

Library Assistant

1. Mission Statement

1.1 To inspire all students to aspire to greatness.

2. Role Purpose

2.1 The Library Assistant is a member of the team of support staff working within Oakhill College. All the members of this team are to reflect the Lasallian ethos with its elements of realising one's potential, improving one's character, having a sense of personal well-being and a commitment to the truth. All members of the Support Staff at Oakhill College are expected to take responsibility for the well-being of students at the College and to provide support to all members of the College Community.

3. Role Ethos

3.1 To support initiatives for the growth of Lasallian tradition and values within the College Community.

3.2 To give personal witness to Christian values in conducting his/her duties.

4. Role Accountability

4.1 The Library Assistant is responsible to the principal, who delegates accountability to the Academic Head of the Library. Daily tasks are determined in conjunction with the Academic Head of the Library and are aligned with the teaching and learning sequences that have been planned. In many instances, daily tasks include supporting students who are undertaking assigned projects.

5. Role Responsibilities

General Library Duties



Perform circulation desk and other duties on the library roster system.



Assist students and staff with location and collection of resources.



Supervise small groups of students; this includes senior students who register for a study class; students who come from class to briefly use library resources and extra-curricular groups.



Supervise and assist students at recreational times.



Assist students and staff using OPAC, internet, printing, scanning, photocopying, binding and laminating services.



Assist with bookings and staff requests.



Register students for study bookings.



Coordinate and/or assist with library displays.



Receipt, accession, catalogue and process new resources for the Library collections; mend damaged books.



Assist the teacher librarians as they work with classes in the library. e.g with readers' advisory or technical issues.



Maintain Library data and record keeping.



Maintain accounts and records orders.







Assist the students and staff with their ICT learning needs.












Monitor student behaviour and student movement in and out of the Library spaces.










Ensure that the physical environment of the Library is maintained to a satisfactory level throughout the day to encourage the effective use of the Library's resources.

-  Ensure equipment is in good order and maintained.
-  Maintain presentation and cleanliness of library.
-  Provide assistance and training to students and staff with the use of the Create Multimedia Greenscreen room.
-  Carry out reasonable, general duties as requested by the Academic Head of Library and Oakhill staff.

Online duties













-  Familiarity with Oliver database: inquiry, circulation, overdues, OPAC, log on and shut down procedures.
-  SCIS new items using SCISWEB.
-  Edit records using Oliver cataloguing module.
-  Assist staff and students with Library webpage, eBooks other databases.
-  Assist with composition and administration of Library webpage currently using WordPress.
-  Assist students to open and print their work using the library printing system.
-  Have extensive experience with applications such as all Google apps for Education suite, MS Word, Excel, Outlook, and various Movie making software.
-  Clickview administration.
-  Assist students with Multimedia learning.

6. Personal Attributes

-  Capacity to positively support students and staff using the library.
-  To regularly work independently and as a collaborative team member.
-  Ability to perform technical and clerical tasks with limited supervision.
-  Ability to speedily grasp new concepts, technologies and processes.
-  Highly developed computer skills.
-  Ability to communicate clearly and concisely, both in oral and written form.
-  Highly developed attention to detail.

7. Other Requirements

All members of staff at Oakhill College are expected to:

-  Model behaviour which is appropriate in a school, especially a Catholic school.
-  Adhere to Safeguarding Standards of the College.
-  Be supportive of the Catholic and Lasallian ethos of the College.
-  Convey to the public a positive image of the College.
-  Be helpful and welcoming to visitors and regular members of the community.
-  Abide by the College's privacy and observe the strictest confidentiality of all information.
-  Abide by the College's policy on the treatment of intellectual property.
-  Abide by the non-smoking policy of the College.
-  Abide by such other Policies and Procedures of the College as are found in the staff handbook and on the College's Intranet.
-  Attend staff meetings as required.
-  Be part of a team and assist other Support/Library staff where possible.
-  Undertake personal development pathways if and when required.

8. Terms

- 8.1 The appointment of the Library Assistant is a permanent part-time position.
- 8.2 The Library Assistant will be required to work onsite predominantly term time only 0.6 FTE of 197 days per academic year. The number of call-back days that this equates to will vary from year to year.
- 8.3 The hours of work will generally be 8:00 am to 4.06 pm.
- 8.4 This position is classified under the NSW Catholic Independent Colleges (Support Staff – Model B) 2023 Multi Enterprise Agreement.

Completes any other duties from time to time as required at the discretion of the Senior Leadership Team or Academic Head of Library.