



Library Technician

Marist-Sion College Warragul

Position Description

Position Information	
Classification Level and Category	Level 2, Category C – Education Support Employee under the DOSCEL Schools and Secretariat Agreement 2022
Strategic Pillar and Organisational Strand	Student Learning Culture and Growth
Team Membership	Library and Information Services Team
Reports to	Library and Information Services Leader
Our College	
Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion. Our mission is to provide a high-quality Catholic education where young people are supported to thrive in the world, acting with love, compassion and justice. Our vision is that students experience an education where they are known and loved, grow as life-long learners, and live as active citizens inspired by the principles of Catholic Social Teaching.	
Position Objective	
The Library Technician provides practical, administrative and day-to-day support to the Library and Information Services Leader, working collaboratively with the Library team to deliver high-quality library and information services across the College. The role contributes to a welcoming, organised and engaging learning environment by supporting students and staff in accessing library resources, maintaining the Library collection, processing and cataloguing resources, administering library systems and digital platforms, and assisting with reading and literacy initiatives. The position also supports the daily operation of the College Library by maintaining library spaces, preparing resources, providing excellent customer service, and undertaking a range of administrative and technical tasks that contribute to the effective operation of the Learning Centre. Working collaboratively with the Library and Information Services Leader and other Library Assistants, the Library Technician helps foster a culture of reading, research and lifelong learning while supporting the educational mission and broader life of the College. <i>“Everyone’s talents and involvement are needed” (Pope Francis – Laudato Si’ 14)</i>	

Capabilities and Responsibilities

Library Services and Resource Support	• Assist with the day-to-day operations of the Library, completing routine and more complex tasks while meeting priorities and deadlines with minimal supervision. • Assist students and staff in the effective use of the Library and its resources. • Provide administrative support to the Library and Information Services Leader and Teacher Librarians. • Catalogue and classify Library resources. • Review overdue Library items and report them to the Library and Information Services Leader. • Assist with the circulation of Library resources, including loans, returns and reservations. • Repair and maintain Library book stock. • Undertake laminating, photocopying and book binding requests for staff and students. • Monitor Library stationery supplies and advise when replenishment is required.
Student and College Support	• Assist with the supervision of students using the Library before school, at recess, lunchtime and after school. • Maintain a welcoming, organised and tidy Library environment, including shelving, displays and shared learning spaces. • Assist with the download, organisation and storage of College digital images in SharePoint. • Provide support with photography at College events and general College photography as required. • Assist with maintaining records of College photographs and media articles published in local newspapers. • Demonstrate professional and collaborative relationships with colleagues and the College community. • Attend relevant College meetings, assemblies, liturgies, sporting events, faith days and professional learning as directed. • Undertake other duties as directed by the Principal.
Professional Practice and Compliance	• Comply with the College Child Safe policies, Code of Conduct and all procedures relating to child safety. • Assist in maintaining a child-safe environment and demonstrate a duty of care for the physical and mental wellbeing of students. • Participate in professional learning and continue to develop knowledge and ICT skills relevant to the role. • Understand and comply with relevant legislative, regulatory and College compliance requirements. • Uphold the professional standards and values of Marist-Sion College. • Contribute to a healthy and safe workplace by complying with all Work Health and Safety policies and procedures. • Assist with emergency management procedures, including evacuations, lockdowns and drills, and support the First Aid Officer in responding to incidents where required. • Maintain current First Aid, Mandatory Reporting and Anaphylaxis training.

Selection Criteria	
Catholic Identity	• Ability to promote and uphold the Catholic Identity of the College.
Skills and Attributes	• Positive, motivated and proactive approach to work. • Excellent communication and interpersonal skills with students, staff and the wider College community. • Strong organisational skills with exceptional attention to detail and accuracy. • Ability to work independently, prioritise tasks and meet deadlines with minimal supervision. • Demonstrated ability to work collaboratively and contribute positively within a team environment. • Strong research and information retrieval skills, with the ability to assist students and staff in locating resources. • Ability to maintain accurate records and follow policies and procedures. • Commitment to providing high-quality customer service and identifying opportunities for continuous improvement. • Proficient in Microsoft Office and the ability to learn and use Library Management Systems and digital library platforms.
Education and Experience	• Qualification in Library and Information Services, Business Administration or a related field, and/or equivalent relevant experience. • Experience working in a library or customer service environment (highly regarded). • Experience with digital media platforms and library technologies (desirable). • Current Working with Children Check (Employee). • National Police Check (to be renewed every five years). • Current Level 2 First Aid Certificate (HLTAID011 or equivalent), or willingness to obtain (College supported).
Child Safety	• Experience working with children. • Commitment to and understanding of child protection and child safety issues in schools. • Demonstrated understanding of appropriate behaviours when engaging with children. • Be a suitable person to engage in child-connected work. • Demonstrated understanding of Mandatory Reporting.
Last Updated	July 2026