



Position Description

Position:	Library Technician
Position Status:	Term time only
Classification:	Level 5, in accordance with the Presbyterian Ladies' College General Staff Agreement 2026
Reports to:	Head of Library Services. 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 to provide 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

PLC seeks to appoint staff who are passionate about education, with the highest professional skills who will actively support the Christian teachings and ethos of the College, and possess a willingness to make a positive difference to the lives of PLC students. This will be visibly demonstrated through their behaviours, attitudes and role-modelling of the four PLC values: truth and excellence, character and integrity, service, care and respect. All staff must also commit to a culture that supports and embraces Child Safe Standards.

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 learning, care and wellbeing programs. 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

PLC's Learning Resource Centre is a vibrant, modern hub for study, innovation and collaboration. Spanning two levels, it includes a contemporary Senior Library, extensive print and digital collections, AV and IT laboratories, and flexible teaching and learning spaces. Quiet study areas, collaborative spaces and café-style break-out zones provide students with welcoming environments to research, learn, connect and explore.

The Library Technician is part of the Library Services department which incorporates the Senior and Junior Libraries in the College.

Position Overview

The Library Technician is part of the Senior Library team, supporting students and staff by providing access to information, resources and welcoming library spaces.

Working collaboratively with the Library team, the role contributes to maintaining library resources, equipment and facilities to a high standard for the College community to enjoy and use.

This role supports students and staff in accessing information and library resources after school, including responsibility for the Department, Heritage and Stack Collections. It also involves cataloguing, processing and maintaining library resources as required.

Key Responsibilities:

Examples of duties include but are not limited to:

Library Technician Duties

- keep accurate records of Library Committee attendance, including recording student arrival and departure times and providing direction as required
- coordinate after school training and duties of rostered Library Committee members
- undertake cataloguing, processing, maintenance, stocktaking and display of the Heritage and Stack Collections
- maintain Department book collections in good order and, under the direction of relevant Heads of Department, assist with their organisation, maintenance, weeding and stocktake
- maintain and record library statistical data
- undertake the cataloguing and processing of library resources
- proactively work to maintain positive relationships with Library Services team members and contribute to Library Services team meetings

General Library Duties

- assist with loan and reference inquiries at the Information desk and assist users with how to access print and digital resources
- perform circulation duties on the Information desk, as rostered
- undertake opening and closing duties, including preparing the library for daily use and securing the space at the end of the day
- perform internet and online database searches to support library user enquiries and broader Library activities
- supervise students in the library, supporting a safe, welcoming and productive environment conducive to study, learning and respectful use of the space
- promote and market library resources and programs
- maintain an organised and well-presented library



- re-shelve returned library resources
- maintain library resources, records, and systems
- enter and edit data into computerised databases
- undertake copy cataloguing and classification
- undertake processing and repair of resources

Other Duties

- as directed by the Head of Library Services or the Principal
- maintain up-to-date understanding and support of the College's commitments to Child Safety, Health & Safety, and Policy & Compliance

Key Relationships:

- Head of Library Services
- Library Services Team
- Senior School Students
- Senior School Teachers and Staff

Mandatory Qualifications / Registrations / Certifications:

- relevant qualification in Library / Information Services (Diploma level or above)
- eligibility for current certification and professional membership / recognition with the Australian Library and Information Association (ALIA)
- 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:

- demonstrated experience with current Library systems and digital resources
- familiarity with databases such as Access IT, Schools Catalogue Information Service (SCIS) and Libraries Australia, highly desirable
- demonstrated experience and commitment to offering high level customer support to a wide variety of users with different demands (in person, via phone or email)
- excellent IT skills, including Microsoft Office suite and Google Workspace
- excellent written and verbal communication skills

Key Attributes:

- desire to work with students and staff in a curriculum-focused school Library environment
- ability to work independently and collaboratively as part of a team
- ability to maintain a calm and professional approach in busy environments
- a warm, positive, and considerate manner
- sound problem-solving skills, with confidence troubleshooting systems and equipment
- strong organisational skills, with a proactive approach to planning, prioritising and managing day-to-day workflow



- attention to detail, with a proactive approach to continuous improvement
- a commitment to the continual upgrade of personal skills and qualifications
- actively support the College's mission, values and goals

Workplace Health and Safety

PLC is committed to fostering a safe, healthy and respectful environment for all members of the College community. All staff share responsibility for contributing to a positive workplace culture by complying with the College's OHS policies, procedures and practices, taking reasonable care for their own health and safety and that of others, and supporting an environment where wellbeing, safety and respect are valued and prioritised.

Child Protection

PLC is committed to being a Child Safe organisation where the safety, wellbeing and best interests of children and young people are at the centre of all we do. All staff share responsibility for creating and maintaining a child safe culture by complying with applicable child protection legislation and the College's Child Safe policies, procedures and practices. This includes actively supporting student wellbeing, promoting inclusion, respect and empowerment, taking action to keep children and young people safe from harm, and raising any concerns regarding child safety. The College has zero tolerance for child abuse.

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

Dr Emma Burgess
Principal

September 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