

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

~ Position Description – Library Technician ~

Title	Library Technician
Appointed by	The Executive Principal
Responsible to	The Head of Library Services

RESPONSIBILITIES AND DUTIES

Overview

The Library Technician supports the effective running of the school library. This includes helping with borrowing and returning books, keeping the library tidy and organised, and assisting students and staff to find resources. The role involves using the Oliver Library Management System (LMS) to check items in and out, maintain records, and help keep the catalogue up to date. The technician also helps with preparing and maintaining resources, supporting displays, and encouraging student engagement with reading. Strong communication and teamwork are important, as the role may involve working with staff across campuses. Overall, the position contributes to creating a welcoming and supportive library environment.

General Expectations

Teamwork within the Organisation

As a team player in this organisation the staff member will use their professional knowledge to assist in further developing and maintaining a workplace for staff that:

- Is founded on the person of Jesus Christ and honours Him in all that we do.
- Reflects a community in which Christian love and concern are woven into the task of learning and team work.
- The successful applicant is required to:
 - Be an active Christian who regularly and frequently attends a Christian church or fellowship
 - Uphold, support, and actively promote the values and ethos of the School.
 - Be supportive of, in agreement with, and willing to adhere to the Constitution of the Company.
 - Model a lifestyle that reflects Christian practice and beliefs in your everyday work and interactions
 - Work positively towards the success of School activities and traditions.
 - Help maintain a positive and enthusiastic work environment.
 - Be aware of your membership in the Christian community and respect and support the directions of the School through the leadership of the Board and Principal.
 - 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.

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Practical Application of Expectations:

In fulfilling the responsibilities outlined above, the staff member will:

- Model Christian faith and character through professional practice, conduct, and relationships within the School community.
- Act consistently in the best interests of the School, upholding its ethos, values, and reputation.
- Support School leadership and represent the School positively within the wider community.
- Demonstrate professional communication, using appropriate and respectful channels at all times.

Specific Duties:

The Library Technician has the responsibility to:

- Support library collection development for curriculum and other school needs:
 - Provide input into purchases as appropriate;
 - Confirm receipt of all purchased library resources, reconcile deliveries against purchase records, and communicate with the Campus Library Coordinator for timely and accurate input into Alii;
 - Coordinate timely cataloguing of library resources and respond promptly to staff requests submitted via Snapforms, communicating with relevant staff once resources are available for collection;
 - Communicate priorities to Campus Library Assistants regarding the processing and preparation of resources for borrowing.
- Oversee and maintain the campus management of Oliver, the Library Management System (LMS) for optimum organisation and use:
 - Communicate with Head of Library & other technicians regarding Oliver processes, updates or issues;
 - Manage, update and generate automated processes, system-generated emails, and reports within Oliver to ensure accuracy and effectiveness under the direction of the Head of Library;
 - Liaise with Softlink as required.
 - Manage and maintain catalogue records, reading lists, circulation and borrower records;
 - Assist in developing and supporting the library's digital functions;
 - Leverage the LMS for student engagement.
- Follow campus library procedures and established operational practices.
- Work with cross-campus library staff to align and develop resources to meet user needs.

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- Understand and support the library's role in students' information literacy development.
- Promote and foster students' reading engagement:
 - Knowledge of the collection;
 - Support of reading programs.

Additional tasks that the Library Technician may be required if the Library Assistant is unavailable:

- Undertake library resources maintenance:
 - Repair and clean resources as necessary;
 - Manage stocktake and weeding processes.
- Undertake circulation duties
 - Issue, return and shelve resources;
 - Complete regular shelf checks;
 - Take room bookings and class text collection;
 - Promptly answer library emails and calendar bookings.
- Support students and staff with information queries:
 - Provide help in locating appropriate physical or digital resources.
- Undertake library supervision as required.
- Maintain a welcoming, tidy library environment.
- Provide practical library services:
 - Assist with laminating, binding, covering, photocopying, scanning;
 - Assist with promotional activities and displays.
- Communicate effectively with staff, students, parents and visitors.
- Participation in whole school library meetings.
- Undertake other duties commensurate with the position as required by the Head of Library Services.

Child Safety Responsibilities

All staff members are required to be familiar with the contents of our Child Safety and Wellbeing Policy 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

- Display a high level of integrity and trust

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- Ability to role model the school's values
- Experience in working with children
- An understanding of appropriate behaviours when working with children.

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

- A recognised Library Technician qualification.
- Excellent communication and customer service skills with the ability to engage positively with students, staff and the wider school community.
- Strong IT skills, including confidence in using the Oliver LMS, digital resources and Microsoft suite.
- High level of organisational skills with the ability to manage multiple tasks effectively.
- Willingness and ability to work across any School campus, as required by the Head of Library Services
- Flexibility and adaptability in a dynamic school environment.
- Evidence of Christian character in all aspects of attitude, conduct and relationships and demonstrated ability and desire to act as a positive Christian role model.
- Attention to detail, including high-level proof-reading skills.
- Proven ability to maintain confidentiality at all times.
- Ability to work under pressure and exercise sound judgement in prioritising tasks according to urgency.
- A current Driver's License.
- Be able to provide a satisfactory Working with Children Check.