

# WAVERLEY CHRISTIAN COLLEGE Inc

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## Position Description

**Position:** Library Technician  
**Campus:** Wantirna South (0.6) and Narre Warren South (0.4)  
**Employment Status:** FTE 1.0  
**Reports Directly To:** Library Manager

## Ministry specifications:

### Role

The role of the Library Technician is to provide assistance to and support for the Teacher Librarians and other Library staff. This includes monitoring equipment sited in the Library. Interaction with staff and students is a major component of this role.

### Responsibilities:

- Supervise circulation desk
- Supervision at break times, before and after school
- Assist with borrowing
- Shelving and shelf reading of books
- Book processing, covering and repairs
- Opening and closing of the library on a daily basis
- Assisting other Librarians as required
- Manage equipment in AV room
- Invoice checking
- Assist with library events
- Cataloguing

### Professional Duties

- Promote the general progress and well-being of individual students, and of any group of students assigned
- Participate in school wide activities wherever necessary e.g. lunch/recess student supervision, student monitoring, etc.
- Actively pursue best practice in area of responsibility

### General

- Work in a co-operative and flexible manner, and maintain good working relationships with other colleagues of the team
- Undertake such additional duties as might be reasonably requested by the Librarians

## **Inherent Requirements of the Position**

### **Learning Support Assistants / Assistants**

- Some bending and crouching
- Standing tasks requiring twisting and turning
- Prolonged periods of standing
- Some repetitive actions
- Able to work in an outdoor environment and differing weather conditions
- Ability and license to drive College cars for specific roles

## **Occupational Health and Safety Responsibilities**

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

## **College expectations of you include:**

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

## **Administration/Duties**

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings and in house professional development activities
- Attendance at the first day back for staff, Staff Retreat and end of year function
- Undertake Yard Duties as required