

# WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961  
Reg No: A0018722X

## Position Description

<b>Position:</b>	Library Technician
<b>Campus:</b>	Wantirna South
<b>Employment Status:</b>	FTE 1.0
<b>Reports Directly To:</b>	Library Manager

### Ministry specifications:

#### Role

The role of the Library Technician is to provide proactive assistance to and support for the Library Manager, Teacher Librarians and other staff.

#### Responsibilities:

- Supervise circulation desk
- Supervision at break times, before and after school
- Assist with borrowing
- Shelving and shelf checking of books
- Book processing, covering and repairs
- Opening and closing of the library on a regular basis
- Assisting other Librarians as required
- Manage equipment, in AV room and Library generally
- Invoice checking
- Assist with library events including stocktake and bookweek
- Cataloguing
- Advise staff about Digital Library resources
- Queries and overdue notices
- Library displays
- Support students in selecting materials to match level and interest
- Manage electronic resources such as Clickview, eBooks and online resources
- Work with teachers in the selection of resources for the development of student literacy

#### 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