



## POSITION DESCRIPTION

<b>POSITION:</b>	Library Technician
<b>DEPARTMENT:</b>	Information Services and Support
<b>DATE PREPARED:</b>	October 2024
<b>REPORTS TO:</b>	Head of Library Services
<b>EMPLOYMENT STATUS:</b>	Full-Time, Ongoing role Part-Time, Ongoing role Casual roles

### WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

**Bostock House** (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

**Toorak** (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

**Corio** (approximately 920 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

**Timbertop** (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

## **ABOUT THE INFORMATION SERVICES AND SUPPORT TEAM**

The Information Services and Support team provides a broad range of information services to all campuses of GGS including GGS Service Desk, Systems, Business Process Improvement, System Administration, and Library Services.

## **POSITION OBJECTIVE**

The purpose of this position is to provide library services to the Corio Campus of GGS. We are seeking a highly skilled library technician that is capable of working effectively, independently and as part of a team. In this role, you will be responding to student and staff requests, and implementing any changes to align with the GGS Libraries Strategy.

## **KEY RESPONSIBILITIES**

The GGS Library Technician is responsible for a range of tasks, including:

- Working collaboratively with the GGS library team to provide exceptional service to students and staff.
- Managing the process for ordering and processing print and digital library resources,
- Managing the professional library association memberships
- Assist with cataloguing and classification of resources
- Being responsible for the library and users in the absence of a Teacher Librarian.
- Providing assistance to students and staff to use the library's print and digital resources and accessing interlibrary loans
- Assisting with general housekeeping of the library including maintenance and shelving of collections.
- Assisting with the annual stocktake and associated stocktake management
- Promoting the library and library services to the GGS community.
- Maintaining and update online library information as required.
- Undertaking circulation duties.
- Assisting with collection development.
- Contributing to the atmosphere of the library as a positive place within the School.

## **ORGANISATIONAL RELATIONSHIPS:**

The Library Technician reports to the Head of Library Services. The Library Technician has a close working relationship with a range of internal and external stakeholders.

## **KEY SELECTION CRITERIA**

- Demonstrated experience running a library.
- Demonstrated experience working with students or teenagers or young people.
- Demonstrated skills and experience of library procedures and practices.
- Demonstrated ability to work with a wide range of people, including students, staff and parents.
- Experience in the use of contemporary Library management systems and online resources.
- Knowledge and interest in young adult and teenage literature.
- Ability to supervise students in a measured and sensitive way.

## **Desirable:**

- Experience in a school library, public library or equivalent institution is desirable.

## **QUALIFICATIONS:**

- Diploma of Library and Information Services or a similar qualification recognised by the Australian Library and Information Association

## **OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS**

- Attendance at School and House events outside of usual work hours may be required (for example Staff Conference dinner).
- Work on public holidays within Term time may be required on occasion.

## **COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION**

Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

## **OUR COMMITMENT TO STUDENT SAFEGUARDING**

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

## **WORKING WITH CHILDREN CHECK & NATIONAL POLICE CHECK**

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.