



POSITION DESCRIPTION

**LIBRARY TECHNICIAN
FRIENDS' PRIMARY YEARS**

POSITION HOLDER:	Vacant
SECTION:	Friends' Primary Years (Early Years to Year 6)
POSITION REPORTS TO:	Head of School – Primary Years
REPORTS TO POSITION:	Nil
PERIOD OF APPOINTMENT:	Temporary Contract – to December 2022
CLASSIFICATION:	Level 5/6 (depending on experience and qualifications) The Friends' School (General Staff) Enterprise Agreement 2018
STUDENT CARE:	Yes
HOURS:	Full-time during school term time + 15 days in school holidays (timing as negotiated-approximately 1 week each term)

PURPOSE

To support the Teacher Librarians in providing library services to the Primary Years students, staff and community. To help foster a love of reading in our students and support the inquiry learning of the International Baccalaureate's Primary Years Program.

PRIMARY DUTIES

- o Support students, teachers and parents with locating physical and digital resources
- o Connect students with appropriate books and resources
- o Issue, return and reshelve library resources
- o Operate the library management system (Softlink's Oliver)
- o Maintain and enhance the library environment
- o Develop promotional materials and displays
- o Maintain a range of equipment, and support students and teachers with their use
- o Liaise with other staff as required
- o Prepare, repair and maintain resources for circulation.
- o Maintain the integrity of the collection by accurate shelving, shelf reading and stocktaking
- o Contribute to the maintenance of a procedures manual
- o Complete clerical duties associated with the efficient operation of the library

- o Work within Workplace Health and Safety guidelines
- o Undertake other tasks as required by the Teacher Librarian(s) and Head of School, Primary. This may include the following:
 - Construct and maintain bibliographic records for the Morris Library using SCIS or original cataloguing
 - Perform a range of other functions as required using the library management software, Softlink's Oliver
 - Contribute to creating library webpages using Softlink's LearnPath, or other software as required

KEY RELATIONSHIPS

- o Head of School – Early Learning to Year 6
- o Deputy Heads of Early Learning to Year 6
- o Colleagues
- o Students
- o School Community

DELEGATIONS

- o Nil

SELECTION CRITERIA

1. Diploma of Library and Information Services or equivalent. Alternatively, a willingness to actively engage in professional learning to obtain a diploma or equivalent and demonstrate a willingness to update skills through professional learning.

2. School library experience, and/or a strong knowledge of, and experience with, children's literature and literacy.
3. Demonstrated experience using a range of ICT hardware, software and other digital technologies.
4. Communicate positively, enthusiastically and professionally with the school community with a demonstrated high level of interpersonal skills.
5. Respond efficiently and effectively to staff and student needs, adapt to changing work demands and prioritise tasks appropriately.
6. Have a high level of accuracy, strong time management skills and the ability to work under pressure. Demonstrate problem solving skills, be self-motivated, and work autonomously.
7. Work safely in a school environment and be fit to carry out the duties of the position.
8. Hold personal philosophies that are in harmony with The Friends' School's Purpose and Concerns.

CONDITIONS OF EMPLOYMENT

- o A salary will be paid according to qualifications and experience at rates stated in *The Friends' School (General Staff) Enterprise Agreement 2018*.
- o General conditions of employment will be in accord with *The Friends' School (General Staff) Enterprise Agreement 2018* and *The Friends' School Staff Code of Conduct*.
- o Provision is made for Long Service Leave in accordance with the *Long Service Leave Act 1976*, with the exception that employees are entitled to Long Service Leave after 10 years of service.
- o In accordance with Australian Government legislation, employees are entitled to elect the complying superannuation fund into which their 10% employer superannuation contributions will be paid. However, the School offers staff appointed to permanent positions an employee superannuation plan that

provides a range of employer funded benefits to participating employees, including 11% employer contributions.

- o Employees of The Friends' School will respect and comply with the Staff Code of Conduct.
- o All appointments are made subject to the provision of a satisfactory National Police Record Check. Any offer of appointment will become void should the Police Record Check present any concerns in respect to our Duty of Care to students and staff of the School. Current Working with Vulnerable People Registration (employment category) is also required.
- o It is anticipated that staff will maintain the necessary level of fitness appropriate to fulfil the inherent duties of the position.
- o In accordance with the Work Health and Safety Act 2012 (Tasmania), as an employee of The Friends' School you must:
 - take reasonable care for your own health and safety; and
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of others; and
 - comply, so far as you are reasonably able, with any reasonable instruction that is given by the School; and
 - cooperate with any reasonable policy or procedure, safe work instruction relating to health or safety at the School that has been notified to staff.
- o Fee concessions are available to assist staff in having their children educated at the School.
- o No cost use of the gym and pool at Friends Health & Fitness.
- o Corporate Health Insurance Plan through BUPA and St Lukes.
- o The Friends' School is an equal opportunity employer.

CONFIDENTIALITY

A school environment is one where you will have access to highly confidential information, therefore it is critical for the school to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the

financial position or reputation of The Friends' School; and

- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information.
- not remove any Confidential Information from the school's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name:

Date:

Signature: