

POSITION DESCRIPTION

LIBRARY TECHNICIAN  
FRIENDS' PRIMARY YEARS

THE FRIENDS' SCHOOL



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POSITION HOLDER:	Vacant
SECTION:	Friends' Primary Years (Early Years to Year 6)
POSITION REPORTS TO:	Head of School – Primary Years
REPORTS TO POSITION:	Nil
CLASSIFICATION:	The Friends' School (General, Early Learning & Fitness Staff) Enterprise Agreement 2021 – General Staff - Classification TFS Level 5/6 (depending on experience and qualifications)
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Fixed-term – 1 February 2023 to 1 February 2024
HOURS:	Full-time during school term time + 15 days in school holidays (timing as negotiated-approximately 1 week each term)

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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

- Ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- Assist students, teachers and parents with locating physical and digital resources
- Connect students with appropriate books and resources
- Issue, return and reshelve library resources
- Operate the library management system (Softlink's Oliver)
- Maintain and enhance the library environment
- Develop promotional materials and displays

- Maintain a range of equipment, and support students and teachers with their use
- Liaise with other staff as required
- Prepare, repair and maintain resources for circulation.
- Maintain the integrity of the collection by accurate shelving, shelf reading and stocktaking
- Contribute to the maintenance of a procedures manual
- Complete clerical duties associated with the efficient operation of the library
- Work within Workplace Health and Safety guidelines
- 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

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

#### DELEGATIONS

- Nil

## SELECTION CRITERIA

1. Understanding and experience of the 10 National Child Safe Standards which strive to protect children and young people from abuse and neglect.
2. 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.
3. School library experience, and/or a strong knowledge of, and experience with, children's literature and literacy.
4. Demonstrated experience using a range of ICT hardware, software and other digital technologies.
5. Communicate positively, enthusiastically and professionally with the school community with a demonstrated high level of interpersonal skills.
6. Respond efficiently and effectively to staff and student needs, adapt to changing work demands and prioritise tasks appropriately.
7. 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.
8. The ability to work safely in a School environment and be fit to undertake the inherent requirements of the position.
9. Show strong support for the Purpose and Concerns and the ethos of The Friends' School.
10. Must hold a current Tasmania Working with Vulnerable People registration (employment), be fully vaccinated for COVID-19 and have a National Police Check (less than 6 months old).

## C O N F I D E N T I A L I T Y

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: .....