



Role Description

Library Assistant

*Therefore encourage one another and build each other up, just as in fact you are doing.
(1 Thessalonians 5:11)*

Mission Statement: *With Catholic faith as our compass, celebrated in the Eucharistic community of Sancta Maria College we will nurture confident, compassionate and connected life-long learners. We will be inspired to make a positive difference to a future global community and to the wider Catholic Church to which we belong.*

Reports To: Head Librarian
Works With: All staff and students

The purpose of this position is to work as a team member to provide information services for students and staff while supporting the Library’s vision of nurturing academic excellence within a positive learning environment underpinned by reading and information literacy.

OUTCOME	KEY TASKS
1. Special Character supported	<ul style="list-style-type: none"> ● Promotes high quality relationships, standards of behaviour and language appropriate to the Catholic Character of the College ● Attends staff meetings, assemblies and liturgies as appropriate
2. Provide the library circulation and information services	<ul style="list-style-type: none"> ● Deliver effective library services ● Maintain library resources efficiently ● Assist management of tasks for student librarian team
3. Support collection development and maintain library resources	<ul style="list-style-type: none"> ● Support the Head Librarian to ensure that library resources effectively meet the needs of the College ● Assist with effective systems for all new and donated resources
4. Maintain a stimulating positive and efficient library learning environment	<ul style="list-style-type: none"> ● Contribute to maintaining a learning environment which reflects the cultural and special character needs of the students ● Focus on positive results for the library
5. Provide assistance to support student Information Literacy Skills	<ul style="list-style-type: none"> ● Contribute to preparation of programmes to provide individual research processes
6. Effective use of Information Technology skills	<ul style="list-style-type: none"> ● Demonstrate excellent working knowledge of information technology as a tool in the provision of information

OUTCOME	KEY TASKS
7. Establish and maintain effective working relationships with staff	<ul style="list-style-type: none"> • Able to work co-operatively and supportively with the College community
8. Supervision of students in library	<ul style="list-style-type: none"> • Responsible for the supervision of students on occasions when Head Librarian is absent from the Library
9. Qualities	<ul style="list-style-type: none"> • Able to communicate effectively and demonstrate leadership within the library environment • Approachable, helpful and displays empathy and interest in the needs of the students and staff • Able to work independently, without supervision and demonstrate a willingness to use own initiative, try new ideas and explore own creative talents • Demonstrates a willingness to learn new technologies and library systems • Enthusiastically share knowledge of reading and relevant resources with students and staff • Calm, assertive and confident when supervising students • Displays a sense of humour
Qualifications / Experience	<ul style="list-style-type: none"> • Competent ICT experience essential • Library qualification desirable with work experience in library systems and procedures • Preference to have experience working in a school environment with children or young adults

Hours of Work: Term time only: 3 days per week : 7.5 hours per day
Our library is open from 8.00am to 4.00pm daily
Roster of working hours to be mutually agreed between Head Librarian to ensure the Library is staffed during these hours.

Rate of Pay: Employed under the Support Staff in Schools Collective Agreement: Grade B: Step dependent upon experience and qualifications.

JOB ANALYSIS

Key Responsibilities	Tasks	Performance Criteria/Expected Results
1. Supporting the Special Character of Sancta Maria College	<ul style="list-style-type: none"> • Promote high quality relationships and standards appropriate to the Catholic Special Character of the College • Attend liturgies, school assemblies and staff meetings as appropriate • Demonstrate support of the College Special Character and student needs 	<ul style="list-style-type: none"> • Genuine commitment to the Sancta Maria College Special character and values-based education is evident
2. Library Circulation and Information Services	<ul style="list-style-type: none"> • Maintain effective library systems • Responsible for circulation desk [issues, returns and inquiries] and shelving of resources on a daily basis • Share with Head Librarian management of tasks for the Student Librarian Team • Maintenance and repairing of resources within acceptable timeframes • Ensure Library printer/photocopier is operational for student and staff use • Evaluation of stock to be written off due to damage or out of date material [according to library policy and in collaboration with Head Librarian] • Proactively manage overdue books [in collaboration with Head Librarian] • Catalogue teacher resources onto Access-IT database and maintain paper records. • Liaise with Department Assistants regarding invoices/return of resources. Send end of year report for stock take purposes. 	<ul style="list-style-type: none"> • An effective Library circulation system and information service for all College resources
3. Collection Development and Maintenance of Library Resources	<ul style="list-style-type: none"> • Work with Head Librarian to ensure that library resources effectively meet the needs of the College community by: <ul style="list-style-type: none"> ➢ Providing administrative support for receiving/checking new resources upon arrival, following up back orders ➢ Using Access-it Rapid Entry [z39.50], [or SCISWeb website] to create and save cataloguing records in the Access-it Library database for new, donated and teacher resources ➢ Cataloguing and classifying of new, donated student and teacher resources [using accepted SCIS subject headings, school specific keywords and/or subject headings, location and accurate cost/order details for each barcoded item] ➢ Preparing new and donated resources for use by students /teachers [barcodes, spine and genre labels, taping, covering, stamping and magnetic security tags] ➢ Shelving and organising of resources while in processing stage ➢ Supporting Collection development by making evaluated purchasing suggestions ➢ Maintaining and utilisation of resources 	<ul style="list-style-type: none"> • Efficient monitoring of resources during the processing and cataloguing stage • Accurate records are maintained for all resources

Key Responsibilities	Tasks	Performance Criteria/Expected Results
4. Library Environment	<ul style="list-style-type: none"> • Maintain a stimulating positive and efficient library learning environment that focuses on positive results for the library by: <ul style="list-style-type: none"> ➢ Displaying a commitment to the overall library vision to facilitate a positive learning space underpinned by reading and information literacy ➢ Displaying a commitment to the Sandra Maria College Special Character and values-based education • Contribute to preparation of displays which will: <ul style="list-style-type: none"> ➢ Stimulate an interest in reading and literature ➢ Support curriculum themes ➢ Celebrate events ➢ Celebrate cultural and religious occasions ➢ Celebrate academic or artistic student achievement. • Create a warm friendly environment in which: <ul style="list-style-type: none"> ➢ Students feel welcomed and safe. ➢ Facilitates a love of learning and information literacy ➢ Facilitates a love of reading 	<ul style="list-style-type: none"> • Academic excellence is fostered within a positive Library learning environment
5. Providing assistance to support student Information Literacy Skills	<ul style="list-style-type: none"> • Contribute to preparation of orientation programmes • Demonstrate library catalogue searching skills • Demonstrate advanced computer searching skills • Demonstrate use of databases available through the National Library and EPIC • Provide individual research process support 	<ul style="list-style-type: none"> • Information Literacy skills are role-modelled to students
6. Information Technology	<ul style="list-style-type: none"> • Ability to competently use the computerised library management system [Access-it] on a day-to-day basis for statistical and evaluation purposes [print reports] • The ability to instruct students in the effective use of technology as a tool for searching, retrieving and using information resources • Maintains Access-It webopac library pages/schoology library related group communications. 	<ul style="list-style-type: none"> • Efficient use of Information and Communication Technology knowledge
7. Effective working relationships with staff	<ul style="list-style-type: none"> • Is able to share information and ideas by: <ul style="list-style-type: none"> ➢ Being able to work co-operatively and supportively with other staff ➢ Maintaining a supportive working relationship with Head Librarian ➢ Maintain an open working relationship with teachers that facilitates the flow of communication regarding curriculum and resource needs ➢ Building positive relationships with parents ➢ Ensuring school policy requirements are met 	<ul style="list-style-type: none"> • Positive relationships with colleagues are established and maintained
8. Supervision of students	<ul style="list-style-type: none"> • Ability to supervise students on occasions when the Head Librarian is absent from the Library 	<ul style="list-style-type: none"> • Calm, respectful and assertive manner while supervising students