



ST MARY MACKILLOP COLLEGE
Swan Hill

ROLE DESCRIPTION

<u>JOB TITLE:</u>	Library Assistant
<u>REPORT TO:</u>	Teaching and Learning Leader: Learning Resources
<u>TENURE:</u>	24 th July 2023 to 20 th December 2024
<u>LEVEL:</u>	Category B Education Support Level 2
<u>HOURS:</u>	1 day per week (0.19 FTE) 8:30 am – 4:30 pm 45-minute unpaid lunch break

The efficient functioning of the Learning Resource Centre enhances lifelong learning and the Library staff are vital in this education process.

The role of the Library Assistant is to contribute to the provision of a quality educational service by providing efficient and high quality welcome and support to all users of the Learning Resource Centre. The Library Assistant will also contribute to the preparation and/or enhancement of learning materials to support efficient learning and teaching at St Mary MacKillop College as required.

As a member of the College staff, the Library Assistant should have a respectful understanding of the Catholic faith of the College, capacity for team membership, be able to work independently, be highly organised, and demonstrative of initiative.

Key responsibilities of the Library Assistant include:

1. Circulation desk

- Day to day efficient and orderly management of the Circulation desk.
- Management of all loans, returns, overdue items and renewals.
- Other regular maintenance tasks in the main Learning Resource Centre area as required i.e. attention to student photocopier.

2. Assistance with the process which provides resources to teachers and students in a timely manner, as required:

- Attending to student inquiries about relevant resources and their location.
- Assistance with staff booking and use of Tutorial rooms.
- Maintenance of current assignment collections.
- Resource processing as required.

3. Other duties in keeping with current Learning Resource Centre initiatives as required:

- Participation in stock take.
 - Participation in text hire process.
 - Participation in college celebrations and special days.
 - Assist students with IT help desk queries in regard to their Learning Device.
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4. Working within the College

- A commitment to ongoing personal and professional development appropriate to the position.
- A commitment to the shared educational vision and providing quality outcomes to all students.
- Respecting the Josephite charism and Catholic ethos of the College.
- Other duties as required by the Principal

Skills and Abilities

- Strong IT skills, including maintenance of online systems and the ability to post on College Social Media.
- The ability to work flexibly as part of a team.
- Strong written and verbal communication skills.
- Ability to work on own initiative.
- Excellent organisational skills.
- Excellent oral communication skills, especially in relation to staff, students and parents.
- Enthusiastic, energetic, flexible with a pro-active attitude.
- Positive approach to change and development.

Child Safety:

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Occupational Health and Safety:

All staff are expected to:

1. Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
 2. Work safely and report any hazards in accordance with school procedures.
 3. Monitor and take full care of the health and safety of others.
 4. Participate when required in the resolution of safety issues.
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