



## POSITION DETAILS

|                   |                                                                                                     |
|-------------------|-----------------------------------------------------------------------------------------------------|
| Position Title:   | <b>LIBRARY TECHNICIAN</b>                                                                           |
| Award:            | Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement |
| Department:       | Library                                                                                             |
| Work arrangement: | Part time – 3 x days per week during school term time                                               |
| Date Established: | August 2011                                                                                         |
| Date Updated:     | October 2017, July 2022, July 2025                                                                  |
| Reports to:       | Head of Library & Information Services                                                              |
| Direct Reports:   | Nil                                                                                                 |
| Position Holder:  | <b>Vacant</b>                                                                                       |

## KEY OBJECTIVE(S)

- to assist with the efficient running of the school Library
- as a Library support member, this position entails working at the Loans Desk, processing materials, ordering/sourcing materials, assisting all staff, students and parents in the efficient use of CCGS Library and its resources
- compliance with all Child Protection directives

## CHILD SAFE STATEMENT

“Central Coast Grammar School (CCGS) is committed to the safety, protection, and wellbeing of all our students and children involved in activities at CCGS. The School requires all prospective school staff to contribute to creating a culture of child safety and wellbeing and be committed to protecting students from abuse or harm in the school environment.”

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## CONFIDENTIALITY

This position will come across confidential information. Therefore a confidentiality agreement is required.

## COMMUNICATION

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|----------|------------------------------------------------------------------------------------------------------------|
| Internal | Headmaster, Executive, Teaching and Support & Operational staff<br>(including direct reports) and students |
| External | Third party providers, suppliers, visitors, visiting students                                              |



### KEY ACCOUNTABILITIES

- Desk shifts – rostered at the Loans Desk
- Assisting teachers, students and parents in their use of the Library space and collections.
- Staying abreast of current research and assisting staff and students in the ethical use of AI and copyright practice
- Help with reference enquiries
- Processing of new Library resources, includes cataloguing, labelling and covering
- Use of audio-visual equipment and digital formats
- Use of the Oliver Library Management and Circulation System, Accelerated Reader and Room Booking System
- Shelving
- Stocktake
- Collection maintenance i.e. weeding, mending, relabelling
- May supervise students without a teacher present, in consultation with Teachers
- Administration and organisation of Scholastic Book Club
- Other tasks as required

### WORK HEALTH AND SAFETY

- Follow rules, instructions and safe work procedures
- Use equipment and substances only in accordance with manufacturers instructions and training
- Wear and use protective equipment and clothing provided in the correct manner
- Report any hazards or safety issues identified in the workplace to the Property Manager, or the Business Manager
- Participate in the Central Coast Grammar School Work Health and Safety (WH&S) consultation process by discussing WHS issues with the Property Manager, Facilities & Services Coordinator, Business Manager and the WH&S Committee members
- Observe all the rules, policies and procedures at all times to ensure a safe and healthy workplace for yourself and others.
- Provide for personal safety and the safety of others by ensuring that all plant and equipment, protective and first aid and emergency equipment is not altered or interfered with e.g. removal of safety guards or devices or first aid or safety equipment.



### **SPECIAL CONDITIONS**

- Physical demands in the role may include: lifting, movement, travel, talking, seeing/inspecting, standing/sitting
- Environmental conditions may include climate/ temperature, lighting, noise, hazards, ventilation, indoor/outdoor, separate office/open plan, etc.
- May need to be available outside of normal work hours

### **PERSON SPECIFICATION**

#### **EDUCATION/PROFESSIONAL MEMBERSHIPS**

- Associate Degree in Information Services, or above, or currently studying
- Eligible for membership of ALIA and ASLA

#### **EXPERIENCE**

- Broad experience in automated Library systems
- Experience in a school Library – preferably K-12
- Cataloguing
- Acquisitions
- Processing of Library resources
- Dealing with large volumes of customers
- Experience working in a team environment
- The ability to multi-task in a Library environment

#### **ABILITY**

- Competently operate machinery and equipment as applicable to the role
- Demonstrated knowledge of WHS principles and practices to ensure work is conducted in a safe manner
- Strong computer skills
- Be flexible in approach to the allocation of tasks
- Effective communication skills (both oral and written) and the ability to communicate positively at all levels across the School
- Good organisational and time management skills
- Ability to use initiative and adapt to various situations in a timely manner
- Ability to work as part of a team
- Exposure to using audio-visual equipment and digital formats



### SPECIAL REQUIREMENTS

- Effective communication skills (both oral and written) and the ability to communicate positively at all levels across the School
- Good organisational and time management skills
- Ability to use initiative and adapt to various situations in a timely manner
- Ability to work as part of a team

Signed:

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Date

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– Head of Library & Information Services

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Date

*Please return signed document to Human Resources*