

POSITION VACANT



CENTRAL COAST
GRAMMAR SCHOOL

LIBRARY TECHNICIAN

Part time / Permanent Position from Term 1, 2027

Central Coast Grammar School is a leading K-12 independent, coeducational and nondenominational school. Located on a single 18 hectare campus overlooking the Matcham Valley close to the heart of Erina, our school offers a spacious environment where students can grow and flourish.

“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”. All CCGS staff participate in annual training in child protection. All statutory checks and references are required prior to confirmation of employment.

We are looking for a motivated Library Technician to join the Library & Information Service Department on a part time, permanent basis, to commence in Term 1, 2027. This role will work 3 days per week.

To be successful in this role, you will need to possess and demonstrate the following:

- Associate Degree in Information Services or currently studying
- Previous experience in a similar environment preferred
- Broad experience in automated library systems, including Oliver
- Strong communication, customer service & ICT skills are essential
- Experience with cataloguing, acquisitions and processing of library resources
- A strong interest in & knowledge of Children's & Young Adult Literature
- You need to be flexible in your approach to the allocation of tasks, which will include shifts on the loans desk, reference desk, shelving of books, preparing displays and helping students & teachers with enquiries, essentially, a team player
- Good administrative skills, with a sound level of flexibility and adaptability
- Knowledge of current AI landscape and uses for staff and students in an educational environment
- A commitment to the strategic direction and ethos of the School

Further information is available on the school website at www.ccgsw.edu.au, Employment page, where a copy of the Position Description is available.

Interested applicants should familiarise themselves with the School's Strategic Plan 'A School for Good Character & Practical Wisdom', available on our website at www.ccgsw.edu.au. It is expected that every member of staff will commit to the Strategic Plan and participate in the professional learning expectations of the School.

To apply you are required to provide the following information/documentation:

- cover letter and CV, inclusive of the total number of fulltime equivalent years experience you have as a Library Technician
- copy of all your academic transcripts and other degrees or certificates, with conferred date(s)
- Working with Children Check number, *or be prepared to obtain a paid worker check*
- 100 points of ID
- telephone numbers and details for referees that may be contacted. As a matter of process, the Principal of the preferred applicant may be contacted prior to finalising an appointment

Please email your application to the Human Resources Manager by 2.00pm, Friday 4 September 2026, to:
ccgscareers@ccgs.nsw.edu.au.

APPLICATIONS WILL CLOSE ON 4 SEPTEMBER, HOWEVER WE WILL BE REVIEWING APPLICATIONS AS SUBMITTED, SO EARLY APPLICATION IS STRONGLY ENCOURAGED.

Please note that any attachments associated with your application are to be either Word documents, jpg images or pdf.