JOB DESCRIPTION

Position: Library Technician – Permanent Part-time (Monday to Thursday 12:30pm – 5:30pm)

Appointed by: The Principal

Report Directly to: Deputy Principal

Overview:
The Illawarra Grammar School is a co-educational Anglican School located in the Illawarra, catering for students in Preparatory to Year 12.

The School is earning a reputation for achieving excellent educational outcomes for its students. This is a reputation that our learning community is determined to enhance.

The TIGS Statement of Mission and Values captures the School's fundamental commitment to quality teaching and learning that:

- has rigorous student learning as its core business;
- is built around the pursuit of academic excellence; and
- cultivates an aspirational ethos that pursues the achievement of outstanding learning outcomes.

The School's Mission Statement reads:

"The achievement of academic excellence in a caring environment that is founded on Christian belief and behaviour, so that students are equipped to act with wisdom, compassion and justice as faithful stewards of our world."

A demonstrated commitment to, and support of, the School's Mission and Values Statement are essential.

Position Overview:
The Library Technician supports the operation of the school library by performing a variety of technical and clerical tasks that facilitate the smooth delivery of library services to students and staff. This role involves cataloguing and organising resources, assisting library users, maintaining technology, and fostering a welcoming environment that promotes learning and literacy.

Key Responsibilities:

1. Library Operations & Resource Management:
    *   Catalogue, classify, and organise library materials using library management software.
    *   Maintain accurate records of books, digital resources, and other materials.
    *   Assist in the procurement and weeding of library resources.
    *   Oversee the circulation of library materials, including check-ins, check-outs, and overdue notices.
    *   Collaborate with teaching staff to ensure the library's resources align with curriculum needs and student interests.
    *   Coordinate and participate in periodic stock takes to maintain the integrity of library records.

2. User Support & Engagement:
    *   Provide assistance to students and staff in locating and using library resources.
    *   Promote literacy and information skills by organising reading programs and library events.
    *   Foster an inclusive and welcoming environment for all library users.

3. Technology Management:
    *   Maintain and troubleshoot library-related technology, such as printers, scanners, and computers.
    *   Assist users with digital tools and platforms used in the library, e.g Clickview.
    *   Update and manage the library's online catalogue and digital collections.

4. Administrative Duties:
    *   Prepare library reports and statistics as required.
    *   Ensure compliance with school policies and copyright regulations.
    *   Supervise Senior Students in the Library.
    *   Ensure the library is well-presented, with materials properly shelved and displays regularly updated to engage users.

Qualifications and Skills:
*   Education: Diploma or certificate in Library and Information Studies, or equivalent experience.
*   Experience: Previous experience in a library or school environment.
*   Technical Skills: Proficiency in library management systems (Oliver) and basic computer applications (e.g., Microsoft Office, Google Workspace).
*   Communication: Strong interpersonal and organisational skills to interact effectively with students, staff, and external vendors.
*   Adaptability: Ability to manage multiple tasks and adapt to new technologies and changes in the library's needs.
*   WWCC: Paid Working with Children Check.

Working Conditions:
*   This position may necessitate some out-of-hours work on weekends and evenings
*   Employment will be subject to the provisions of the Independent Schools NSW Standards Model (Teachers) Multi-Enterprise Agreement 2021 or any industrial agreement that replaces that award.

Dr Julie Greenhalgh
Principal
December 2024