



St Joseph's School
TRANMERE

Position Information Document

POSITION TITLE	Library/Resource Assistant
ESO GRADE	3
ESO STREAM	Education Support Officer - Resources
EMPLOYMENT TYPE	Permanent
HOURS PER WEEK	15
WEEKS PER YEAR	40

Key Working Relationships

- Principal / Deputy Principal (or delegate)
- Teaching and non-teaching Staff,
- Students and other members of the school community
- Volunteers

Broad Purpose

Under minimal supervision but subject to direction, the Library/Resource Assistant is responsible for undertaking a broad range of duties to assist staff members, students and others in the use of the Library/Resource Centre.

DUTY STATEMENT

Library/Resources Centre

Duties include, but are not limited to:

- Responsibility for the daily operation of an established resource centre or specific section of a resource centre using substantial applied theoretical knowledge.
- Competently use SCIS for cataloguing to ensure accuracy and currency of list of and location of resources.
- Collate borrowing and overdue lists and send out overdue and other basic reports and follow-up as applicable to achieve return of resources or take other action, as required.
- Liaise with teachers and non-teachers with regard to identifying audio visual needs and assist with AV and ICT resources including recording, editing and basic troubleshooting.
- Assist with supervision and training of others. This includes training volunteers and allocating work to and monitoring work performed by volunteers.
- Under direction, assist with budget preparation and resource-related research to support the needs of the school.
- Under direction, assist with evaluation and selection of new equipment, along with the preparation of purchase orders for equipment and materials.
- Aid students and staff in performing Resource Centre operating practices and in accessing reference materials, providing information and support as applicable.
- Plan, organise and conduct tasks associated with the annual stock take.
- Oversee the activities of small groups of students working independently in the Resource Centre.

Work Health & Safety

- Ensure compliance with WHS policies, practices and priorities, within area of responsibility.
- Maintain Library/Resource Centre and facilities to meet all WHS obligations and requirements.
- Ensure adequate protective clothing and equipment is available and properly utilised when undertaking tasks requiring it.

- Assist in conducting WHS inspections and audits, and take appropriate corrective actions, as required.
- Participate in any WHS-related activities, as required

General Duties

- Actively and positively engage in professional development and performance reviews, as applicable.
- Undertake any other duties as required by the Principal (or delegate).

PERSON SPECIFICATION

- A Certificate IV in Library and Information Services (or equivalent) and/or relevant demonstrated competencies in a comparable role.
- Demonstrated technical competence, experience, knowledge, and capable skills to perform a broad range of administrative and specific role-related tasks, operate office and other relevant equipment and have proficiency using a computer and applicable programs and other ICT equipment.
- Knowledge and experience with budget preparation and operation and assisting with audits and stocktakes.
- Willingness to uphold and contribute to the culture and ethos of our Catholic school.
- Ability to interact positively with all members of the school community and supervise volunteers, individual students, or groups of students.
- High level interpersonal, communication and teamwork skills to work collaboratively and flexibly with, and support and assist others.
- Ability to take responsibility for own outcomes to achieve required quality outcomes and standards and take significant initiative and responsibility.
- Able to work under general supervision, take direction on broader technical aspects of the work and act on it, utilising discretion, and judgement, as required.
- Effective time management and organisational skills and ability to prioritise tasks and meet timelines to deliver required outcomes.
- Ability to apply solutions to a range of problems and analyse and plan approaches to technical and related problems.
- Work, Health & Safety knowledge to ensure relevant policies are complied with and safe work practices are demonstrated at all times.
- Demonstrated ability to maintain confidentiality at all times.
- Demonstrated ability to assist in dealing with emergencies and/or unexpected situations.

SPECIFIC REQUIREMENTS

- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

WORK HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.