

Library Assistant



ROLE DESCRIPTION

ROLE TITLE:	Library Assistant
CLASSIFICATION:	Resources Stream – ESO Grade 2
COMMENCEMENT:	ASAP
TENURE:	Permanent – Part-Time
HOURS OF WORK:	5 days per week / 37.5 hrs per week / 41/48 weeks per year 8.00 am to 4.15 pm
BREAKS:	15 minute paid morning tea break 45 minute unpaid lunch break
ADDITIONAL:	Flexibility of working hours and days will be required during peak workload periods.
COLLEGE:	St Michael's College (Secondary Henley Beach Campus and Primary Beverley Campus)
RESPONSIBLE TO:	Leader of Learning - Library
KEY RELATIONSHIPS:	Internal: Business Manager, Deputy Principal Pastoral and Head of Secondary Campus, Deputy Principal Head of Primary Campus, Leader of Learning Library, Students, Teaching staff and Administration staff. External: College community families and visitors.

PURPOSE

St Michael's College is a Catholic co-education College in the Lasallian tradition which is committed to the human and Christian education of the young, especially the poor, through: Community, Challenge and Choice.

Under general supervision, the Library Assistant is responsible for supporting daily operations and services of a library, assisting and supporting students, teachers and staff members access educational resources.

This role contributes to creating a welcoming and organised environment, supporting patrons in their quest for knowledge and fostering a love of reading and learning.

ROLE PERSONAL SPECIFICATIONS

Duties include, but not limited to:

- Assist students and staff members in the basic use and demonstration of library systems and equipment
- Provide excellent customer service and deliver information in a courteous, efficient and effective manner to all visitors
- Carry out a broad range of desk duty services to achieve the day-to-day needs of the Library including library loans, printer recharge, returns, bookings, student sign ins and stock taking
- Maintain student information details
- Assist students and teachers with their research options
- Assist with overdue book recovery
- Ensure general tidiness of shelves is maintained, supplies are replaced and report any damages to equipment to be repaired/replaced as authorised

Primary Campus

78 East Avenue
Beverley, SA 5009

p: 08 8346 6548

smcprimary@smc.sa.edu.au

Secondary Campus

15 Mitton Avenue
Henley Beach, SA 5022

p: 08 8356 5966

smc@smc.sa.edu.au

- Assist with the preparations of all Library displays and exhibitions including preparation for any meetings, functions or training session held within the Library
- Under direction, from the class teacher, where necessary assist with the supervision of students in the Library.
- Ensure students are training to use equipment safely to prevent injury or damage
- Produce resource materials (e.g. displays, multi-media kits, video etc) as required.

EVIDENTIARY 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
- Hold and maintain a current vehicle license
- Tertiary qualifications in Library systems such as Oliver Library Software would be an advantage
- Role related qualifications and experience in a College/school preferable
- Knowledge of Microsoft Products, including Microsoft 365, Word, Publisher, Excel, PowerPoint, and other programs
- St Michael's College staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of SMC Staff working in High-Risk Settings. SMC 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 SMC 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.

PERSONAL CAPABILITIES

- Demonstrated understanding and implementation of the Mission and Vision of St Michael's College as a Catholic school in the Lasallian tradition
- Highly effective administration and decision-making skills that demonstrate clarity, competence and a collaborative approach
- A service provider with excellent customer service skills
- Collaborative team-player who also has the ability to work autonomously with limited supervision
- Ability to prioritise, use initiative and multi-task to achieve deadlines
- Conscientious, reliable and values driven
- Demonstrated ability to communicate effectively to other staff, students and parents
- Demonstrated commitment to life-long learning and professional development
- Excellent time management and organisational abilities
- Commitment to the purpose and philosophy of the Catholic understanding and exercise of pastoral care

PROFESSIONAL EXPECTATIONS

- Adherence at all times to the St Michael's [Code-of-Conduct.pdf \(smc.sa.edu.au\)](#) This Code applies standard for appropriate ethical and professional behaviour
- Adhere to the [Child Safeguarding Policy](#)
- Ensure that confidential information is handled appropriately according to the St Michaels [PrivacyPolicy.pdf](#)
- Proficient ICT skills and knowledge and ability to fully utilise required systems and programs, or ability to quickly learn and use effectively
- Appropriate professional dress according to the St Michael's Staff Dress Code Policy

WORK PLACE 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 – SA 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.

Position Description Review: January 2025