



# Nagle College

## Bairnsdale

### Position Description

**Position:** Library Assistant (Technician)

**Reports to:** Library Services Co-ordinator  
Education Support – Category C – Level 2

#### Mission

**‘A Faith Filled Learning Community, Striving for Excellence’**

In accordance with the College Mission Statement Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

#### Job Scope

This role provides assistance to and support for the Library Services Co-ordinator in all aspects of acquiring, organising and maintaining a diverse collection of resources. Interaction with staff and students is a major component of this role.

The Library (Learning Centre) is a busy, vibrant environment, which encourages questioning, discovery and an enthusiasm and opportunity for learning.

#### Key Responsibilities:

- General administrative assistance to the Learning Centre including cataloguing, processing, maintaining databases, circulation control, collection control, stock control and shelving
- Opening and closing of the Learning Centre on a daily basis
- Circulation desk duty
- Manage borrowings and returns of all resources and overdue items (books and equipment)
- Ensuring all learning centre resources are efficiently maintained and supplied
- Assist students and staff with catalogue searches, media resources and other on-line resource searches, internet searches and identifying authoritative resources
- Monitor student behaviour in the Learning Centre and study rooms
- Contribute to a healthy and safe work environment for yourself and others and comply with College policies and procedures
- Demonstrate professional and collegiate relationships with colleagues

### **Commitment to Child Safety**

- Be familiar with and comply with the schools child safe policy and code of conduct and any other policies or procedures relating to child safety
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Assist in the provision of a child safe environment for students

### **General Duties**

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
- Attend school meetings, mass, and Personal Development days
- Demonstrate professional and collegiate relationships with colleagues
- Any other duties as requested by the Principal

### **Organisational Relationships**

The Library Assistant has a number of key internal and external relationships.

**Reports to:** Library Services Co-ordinator

**Internal liaisons:** Teaching and support staff and students

**External liaisons:** Suppliers and service providers

### **Judgement and Decision Making**

The Library Assistant position requires employees to exercise judgment to identify, select and apply the most appropriate available guidelines and procedures

### **Skills & Competencies**

- Demonstrate a high level of understanding of the Catholic ethos of the College and the ability to transform this into practice
- Skills to Handle confidential information in an appropriate manner
- Previous Library administration experience and/or Library Technician or equivalent qualifications would be an advantage
- An interest in the education of young people and a passion for books and reading
- Ability to use Library Management (Software) Systems and competency in Microsoft Office application
- Ability to assist students and staff to research information both within the Library and online
- Excellent interpersonal skills combined with good verbal and written skill ensuring the ability to work effectively with both staff and students
- Effective time management & organisational skills combined with the ability to prioritise workload