

LIBRARY TECHNICIAN

The Library Technician supports the Principal in maintaining and developing the school mission of Excellence in Education, Christianity in Action.

The Library Technician role supports teaching and learning by contributing to the efficiency and effectiveness of the library as a resource, ensuring that it is accessible, well maintained and welcoming.

Reports to:

Teacher Librarian

Areas of responsibility:

- Library Resource Management
- Administration
- Wellbeing
- Life of the School

Catalogues, maintains, and organises new and current resources, including managing the borrowing processes:

- Assists with acquisitions and library resources
 - timely ordering of consumables
 - maintains relevant subscriptions for library users, liaising with suppliers where required
 - provides input into library consumables, acquisitions and Library Capex budgets
- Undertakes accessioning procedures:
 - covers, labels, and boxes material and resources following school procedures
 - sorts, arranges, files and catalogues incoming/outgoing material according to type and appropriate categories using the library management system.
 - prepares descriptive lists of collections
- Shelves library materials and maintains the order of the collection
- Assists with the circulation process:
 - maintains daily records of loans using the library management system
 - manages overdue loans of school resource material and equipment, issuing overdue notices as required
 - assists with the circulation of loan items and accounting for stock, carrying out stocktake
 - track usage for various resources and systems
- Provides users with assistance in use of library resources:
 - assists with basic care and operation of school equipment, such as photocopier
 - prepares class sets for faculty use
 - assist users with their library requirements
- Input into the selection, development and management of digital systems and video digital libraries
- Maintains storage, and organisation of learning spaces ensuring areas are in a clean, safe and orderly condition.
- Assists in the preparation of displays, exhibitions and events.

Supports the Principal in developing a community that values the individual, and that promotes authentic professional relationships and compassion for others, so that each student will flourish:

- Provides a safe and supportive library for students, including independent supervision of students outside of timetabled lessons and in extended opening hours.
- Assists with other school duty areas e.g. playground supervision, as required
- Assists with security of equipment and buildings

Life of the School

Supports the Principal in developing and maintaining the professional culture, a safe work environment and upholding the School community:

- Actively supports the Christian identity and purpose of the School
- Upholds the values and expectations as described in the Staff Code of Conduct
- Treats colleagues, students and parents with dignity, respect and the utmost professionalism
- Supports colleagues in their ongoing professional learning journey by sharing resources and expertise
- Commits to personal and professional growth through active participation in the School Professional Growth strategy
- Participates in co-curricular activities, for example, book group, writers club, library monitors
- Assists in monitoring a safe and secure school environment for self, staff and students
- Contributes to the development of policy, procedures and processes

Role interactions:

Liaises directly with:

- Teacher Librarian
- Library Assistants/Technicians
- Learning Leaders
- Teaching team
- K-12 Students
- External suppliers

Requirements (knowledge, skills, abilities, behaviours):

- Proven ability to develop rapport with K-12 students and staff
- General computer literacy
- Experience using education resource management systems and online databases
- Knowledge of print and digital copyright regulations, academic referencing and bibliographic requirements
- Proven ability to work independently as well as collaboratively
- Excellent communication
- Attention to detail
- Resourcefulness and initiative
- Productivity and efficiency
- Flexibility
- Keen reader with a love of learning and breadth of literary interests