



BROUGHTON
ANGLICAN COLLEGE

Employment

POSITION PROFILE

Library Technician

1 x Permanent Full-time Position

1 x Permanent Part-time Position



Life through Christ.

Connect. Create. Celebrate.



LIBRARY TECHNICIAN
1 x Full-time Position
1 x Part-time Position
2022 Academic Year Full-time Position

Broughton Anglican College is the leading Pre Kinder to Year 12 Independent School in the Macarthur region and provides exceptional educational opportunities to more than 1,000 students. Staff enjoy an innovative teaching environment with supportive peers, students and parents and carers.

The role of the Library Technician focuses on the operational and technical aspects of the library. Library Technicians at Broughton Anglican College work as part of a team.

This position bears responsibilities for library services to the College and is directly accountable to the Head of Information Services.

The full-time permanent position and part-time permanent position commence at the beginning of the 2022 academic year. These positions will be required to work during school terms and take annual leave in school holiday periods. As detailed in their Award, they will be stood down for the remaining weeks during the school holidays; however, their salary will be averaged over the full year.

As the College is a child safe organisation, the successful candidate will be required to provide their current NSW Working With Children Check number and date of birth so that the College can verify that the candidate is permitted to work in NSW schools.

The successful candidate will be required to provide evidence that they are an active member of a Bible-based church.

Core Values

- A committed Christian who will provide opportunities for students to develop an understanding of the Christian faith and respond to the Gospel of Jesus Christ in adhering to the Christian stance and ethos of the College.
- An active member of a Bible-based church.
- Be supportive of the College's vision of a Christian evangelical comprehensive P-12 College.
- Has exceptional communication and relational skills with adolescents, parents, carers, colleagues and the community.
- Upholds the College's expectations, code of conduct and protocols.

Core Responsibilities

The Library Technician should:

- actively support the College's Christian Mission, Strategic Plan and Vision Statement.
- engage in professional learning and professional networking
- engage professionally with colleagues, parents, carers and the community
- upholds the College's expectations, code of conduct and protocols.

The Role

The Library Technician is required to:

- focus on the operational and technical aspects of the library
- maintain the fiction and non-fiction collection
- recommend relevant fiction and non-fiction titles to student and teacher clients
- catalogue materials held on-site
- work daily at the circulation desk with student and staff patrons
- create displays which are themed around current curriculum focuses or literature
- assist with maintenance of the library data and files
- share responsibility for book processing and covering
- share the overseeing of cataloguing and shelving of books
- receive and distribute magazines
- assist with supervision of students studying in the library and in break times
- assist with stocktake
- supervise students after school through to 4.00 pm
- maintain the library as a space that is welcoming and conducive to the students' learning
- consistently work in a professional manner, meeting deadlines, working as a constructive member of a team, and adhering to and enforcing the College policies as appropriate
- take responsibility to report any concerns relating to the Work, Health and Safety of staff or students to their supervisor and the Chair of the WHS Committee

- undertake any other duties as determined by the Headmaster.

Desired Attributes

- have Certificate or Diploma of Library / Information Services or Certificate IV in Library / Information Services or equivalent
- have good time management and organisational skills
- be willing to contribute to the vibrant, dynamic and welcoming environment of the library and also the wider school community
- essentially have a flexible approach to daily tasks
- have the ability to prioritise effectively and adjust to the changing needs of the library environment.
- have highly developed communication and interpersonal skills
- have experience with working with students
- have interest and knowledge of recent literature publications
- have a high level of accuracy and attention to detail
- have well-developed team skills as a member who actively contributes to a collaborative environment within the library and the broader school community
- have knowledge of the digital environment for ebooks and databases
- preferably have previous experience working in a Junior and / or Senior School library.

Work Health and Safety (WHS)

The Library Technician will:

- have an awareness of matters relating to Work Health and Safety Legislation and its implementation
- undertake appropriate training to ensure safe work practices as required by the College
- take reasonable care for the health and safety of staff and students with whom they work
- cooperate with the College as necessary to ensure the College maintains a safe workplace
- notify the College of any matters of concern to ensure that it maintains a safe workplace.
- be aware of College protocols and procedures relating to WHS.

Details of Employment

- This position is responsible directly to the Head of Information Services. This position is also responsible to the Headmaster.
- The hours are 8.00 am to 4.00 pm with ½ hour unpaid lunch break.
- The successful candidate will be paid at the rate for School Assistant - Level 3 under the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017.
- As detailed in their Award, they will be stood down during the school holidays; however, their salary will be averaged over the full year.
- The Library Technician position is subject to a Professional Performance Review annually, including twice yearly observations by the Head of Information Services.