



## POSITION DETAILS

REPORT TO:	Principal
FTE:	As negotiated
CLASSIFICATION LEVEL:	Grade 2

## JOB SPECIFICATION

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

## POSITION OVERVIEW

<b>Position Summary</b>	The Library Officer is central to our Library, creating a warm and welcoming place for our school community to learn from and enjoy reading. More than just helping to facilitate our students engaging in the services of the library, they play a key role in fostering a love of reading and literacy for students of all ages, interests, and abilities. This is achieved through purchasing quality literature, their everyday interaction with students, providing support to our teachers, and creating engaging displays to encourage students to try different genres, titles, and interests.
<b>Reporting/ Working Relationships</b>	<ul style="list-style-type: none"><li>• The Library Officer is accountable to and under the direction of the Principal or delegate.</li><li>• The Library Officer should maintain and foster positive relationships with all staff</li></ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"><li>• Some out of hours work may be required</li><li>• Attendance at whole school professional development where required</li></ul>



## KEY RESPONSIBILITIES

KEY RESPONSIBILITIES	RELATED TASKS
Staff and student liaison	<ul style="list-style-type: none"><li>• Coordinate with teachers and students to provide specific resources and books for the library</li><li>• Assist with locating and borrowing resources that teachers require for curriculum</li><li>• Assist with book selection, borrowing, and returning for all classes, including teaching students how to do their own borrowing where appropriate</li><li>• Plan, organise, and run special events, including but not limited to Book Week, National Simultaneous Storytime, and the Premier's Reading Challenge.</li><li>• Provide a safe and friendly environment where students feel comfortable</li><li>• Promote and encourage reading enjoyment</li><li>• Create and implement processes and procedures for staff and students to get the maximum library use and enjoyment.</li><li>• Read to classes when they come for their scheduled library time, and provide activities for students around the story.</li><li>• Supervision in the library during recess and lunch time, involving mobilising around a pre-determined area and completing visual and auditory monitoring of students' activities and school premises, providing assistance to students as required</li><li>• Parent liaison involving telephone and face-to-face contact with parents, requiring recollection or sourcing of specific information related to current students</li></ul>
Library management	<ul style="list-style-type: none"><li>• Keep updated and well-informed about new literature for children</li><li>• Read any books to ensure they align with the school's ethos or that could potentially be questionable before providing them for students to access</li><li>• Manage and maintain the library budget, allocating for special events (such as Book Week)</li><li>• Coordinate displays and rotate regularly</li><li>• Provide activities to support student learning and enjoyment</li></ul>



Stock management	<ul style="list-style-type: none"><li>• Use the Library Management System (AccessIT or its replacement)</li><li>• Maintain library order and structure so staff and students can easily find the books and resources they require</li><li>• Order new books and resources following Christian beliefs and School guidelines</li><li>• Select new stock to support curriculum requirements, and staff and student interests</li><li>• Cover, process, and correctly catalogue new stock</li><li>• Repair any damaged stock and/or write off anything too damaged to be repaired</li><li>• Return books and reshelve them correctly</li><li>• Implement a regular stocktake to ensure stock and records are current</li><li>• Implement a weeding schedule so that the library is always providing appealing and up-to-date resources</li></ul>
Technology management	<ul style="list-style-type: none"><li>• Manage and maintain Library technology including iPads, printers etc</li></ul>

## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Up to date Responding to Risk of Harm, Abuse and Neglect - Education and Care training (RRHAN-EC)</li><li>• Current Working with Children Check issued by Department of Human Services Screening Unit</li><li>• Protective Practices training</li></ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"><li>• Excellent interpersonal and communication skills to successfully engage with persons from a wide variety of backgrounds.</li><li>• The ability to work with all levels of staff and management.</li><li>• The ability to assist students in a friendly manner to facilitate a positive learning outcome.</li><li>• The ability to work as a member of a team in a manner that fosters the support and cooperation of team members.</li></ul>



	<ul style="list-style-type: none"> <li>• The ability to complete variable workloads to a high standard.</li> <li>• Ability to work autonomously once tasks are delegated.</li> <li>• Ability to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks.</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.</li> <li>• Regular attendance and fellowship at a Christian church.</li> <li>• A proven lifestyle founded on Biblical Christian principles.</li> <li>• A life that demonstrates the indwelling of the Holy Spirit.</li> <li>• A willingness to affirm the foundation statements and principles promulgated by the School and ACS.</li> <li>• A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.</li> <li>• Passionate about reading and books</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in working with children of all ages.</li> <li>• Experience in working as part of a team.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of writing short update reports for publication in the newsletter</li> <li>• Working knowledge of use of the Microsoft office suite</li> </ul>

## DESIRABLE CHARACTERISTICS

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• A relevant post tertiary qualification will be highly regarded</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Creative organisational skills to be applied in structuring the sections of the library accordingly</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous experience in a similar library or school assistant role would be advantageous</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of the operation of a Primary and Secondary Educational Facility.</li> </ul>



	<ul style="list-style-type: none"><li>• Knowledge of library software platforms i.e Access IT</li></ul>
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The requirements of this job & person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job & person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The Principal may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by: \_\_\_\_\_  
Principal Sunrise Christian School

Date \_\_\_\_\_

Accepted by: \_\_\_\_\_  
Applicant

Date \_\_\_\_\_