



THE KING'S SCHOOL

POSITION DESCRIPTION LIBRARY ASSISTANT

INTRODUCTION

All positions at The King's School support the mission of the School which is to make an outstanding impact for the good of society through its students, and by the quality of its teaching and leadership in education.

The King's School values all its employees, and it recognises that the service given, in the classroom as well as in support and operational capacities, equally contributes to an environment wherein boys are witnessing professional and dedicated behaviour. All employees of The King's School contribute to those intangibles of tone and ethos which can have a profound impact upon a student.

SCOPE

The Library Assistant is a member of the Library Services team, which delivers a broad range of services.

PRINCIPLE ACCOUNTABILITIES

- Collaborate and work effectively as a member of a team
- Provide prompt and professional services within the library
- Contribute to the provision of a welcoming atmosphere for students, staff, parents and guests
- Maintaining a high standard of customer service following established procedures
- Providing guidance to students and staff in the location or use of resources
- Supervising students in the library on occasions when library teaching staff are unavailable
- Managing overdue notices and expediting return of resources
- Providing assistance to students and staff
- Ensuring resources are accurately shelved in a timely manner
- Cataloguing using SCIS and appropriately placing resources in the collection (in consultation with Teacher Librarian)

- Preparing library resources for loan in a timely manner and following established procedures
- Repairing resources as appropriate
- Managing lost property
- Distributing correspondence

REPORTING RELATIONSHIPS

This position reports directly to the Preparatory Teacher-Librarian.

GENERAL REQUIREMENTS

General requirements include:

- Support and advance the mission of the School as a Christian community that seeks to make an outstanding impact for the good of society through its students and by the quality of its teaching and leadership in education.
- Support and advance the values of the School as a community that seeks to promote:
 - Humility
 - Honesty
 - Respect
 - Responsibility
 - Integrity
 - Compassion
 - Excellence
- Model Christian character and good moral behaviour.
- Demonstrate advanced communication and inter-personal skills.
- Create a productive work environment where staff and students are valued and respected.
- Contribute to the collegiality of the School Executive.
- Support the Headmaster and help translate the wishes of the School Governance and School Management into effective practice.

REQUIRED SKILLS, KNOWLEDGE AND EXPERIENCE

Experience:

- Thorough understanding of educational library environments
- Relevant work experience
- Competent IT skills

Personal Attributes:

- Excellent communication skills, written and verbal

- Demonstrated personal initiative, flexibility and motivation coupled with the ability to work effectively in a team environment
- Ability to meet deadlines and to demonstrate attention to detail
- The capacity to convey technical information to students and staff in a non-technical manner
- Ability to achieve a high standard of customer service through well-developed interpersonal and communication skills
- Well-developed organisational skills

QUALIFICATIONS

- Relevant professional qualifications

WORK HEALTH AND SAFETY

The King's School has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures as well as any reasonable and lawful direction relating to workplace safety. Your WHS obligations include:

- Cooperating with the School in ensuring your safety and the safety of others at all times.
- Following policies, procedures and lawful direction designed to ensure a safe work environment.
- Reporting any hazard, injury, or near miss through the School's RMS system.
- Following emergency evacuation and management procedures if required.
- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties.
- Undertaking WHS training as deemed relevant to your role.

FINALLY

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the school commits to regularly review and update position descriptions to accurately reflect the contribution of employees.