



ST EDMUND'S COLLEGE
CANBERRA · EST 1954



EDMUND RICE EDUCATION
AUSTRALIA

St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and co-curricular areas.

Applications are sought from suitably qualified and experienced candidates for the position of:

Library Technician

Commencing 25 January 2021.

Please see the Role Statement below for information regarding this role.

To be appointed to this position the applicant will need a current Working with Vulnerable People (WwVP) card.

All staff at St Edmund's College Canberra support and work to advance the Values, Vision and Mission of the College as a Catholic school in the Edmund Rice tradition.

Visit the College website at [Employment Requirements](#) to obtain Application Information. In addition to the documents and information requested, please also provide a statement no longer than three A4 pages addressing the role requirements. These are listed in the Role Description.

Contact Ms Rachel Lemon via employment@stedmunds.act.edu.au if you have further questions.

Applications close: 5pm Wednesday 2 December 2020, addressed to:

The Principal
St Edmund's College Canberra
110 Canberra Avenue GRIFFITH ACT 2603

Or email to employment@stedmunds.act.edu.au



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Role Description: Library Technician

GENERAL

The Library Technician is responsible to the Principal and as delegated for providing administrative, clerical and general library support within the College library and information resource centre.

RELATIONSHIPS

- Library staff
- Teachers
- Students
- Volunteer helpers
- Assistant Principal ICT and Innovation
- Head of Diverse Learning

DUTIES

- Catalogue and classify print and digital resources in Library Management System (Oliver)
- Liaise with resource suppliers to source quotes and place orders under the direction of the Assistant Principal ICT & Innovation.
- Administer circulation system including loans, returns, reserves and overdues.
- Organise Library resources and assist with maintaining a neat and presentable Library environment.
- Liaise with Heads of Faculty in the sourcing and acquisition of textbook and faculty resources.
- Assist in creating and fostering an environment where students are encouraged and empowered to read for enjoyment.
- Respond to staff and student queries and provide technical assistance with Library resources and equipment including digital resources and ClickView.
- Assist with the stocktake of Library equipment and resources.
- Take responsibility for opening or closing the Library as per duty roster
- Provide IT support for BYOD devices including Wi-Fi and login issues and access to ClickView and Canvas
- Assisting in the day to day running of the Junior and Senior Library environments including returns, shelving and general upkeep of the space
- Supervision and assistance of students
- Attendance at whole school staff meetings
- Other duties as required by the Director of Business Services applicable to the School Assistant's classification. These duties may include assisting in other faculties if required.

KEY REQUIREMENTS

- Certificate IV in Library and Information Services or equivalent (or evidence of current enrolment and substantial progress in a course)
- Demonstrated experience in a similar role
- Excellent oral and written communication skills
- Ability to work collaboratively within a team environment, as well as independently
- Well-developed organisational and planning skills, including the ability to show initiative, and to prioritise individual workload
- Highly developed information technology skills.
- Committed to supporting the mission of the College and the ethos of Catholic Education in the Edmund Rice tradition.

CONDITIONS

- The successful candidate will be employed under the terms and conditions of the Support Staff (Daramalan, Marist College Canberra, St Edmund's College, Canberra) Enterprise Agreement 2019-2023 (the Agreement), and subsequent Agreements.
- Must maintain a current Working with Vulnerable People registration.
- Full time, 41 weeks per year.