

Job Title:	Library Assistant		
Classification Level:	School Assistants Salary – Resources Stream		
Campus:	Adelaide Hills		
Status:	TBA	Reporting Relationship:	Resource Centre Manager Director of Business Head of School, Adelaide Hills

The 'King's Way'

King's Baptist Grammar School is the only Baptist School in South Australia providing a complete ELC-Year 12 experience as a part of a Jesus-centred community. We inspire hope by creating opportunities for people and families to do life better, together.

Our Vision of Faith (Visio Fidei) provides excellence in teaching and learning, in a faith-based community, where every student is provided with a breadth of opportunities, empowering individuals in partnership with their families.

King's is a place where people come first; a community workplace that's built on relationships and mutual respect, bringing out the best in each other. A supportive, faith-based work environment strengthened by prayer, devotion and opportunities for spiritual and practical support. We strive for meaningful, individual and professional development that enhances the King's Community.

Our leadership values guide the behaviour, culture and mind-set that underpin the 'King's Way'.

Servant Leadership	Demonstrating Humility and Service by leading with empathy, awareness and a commitment to the growth of others.
Pastoral Leadership	Caring for the person is behind every decision, action and conversation by treating each other with Fairness and Respect .
Accountable Leadership	Being reliable, responsible and building trust with others by acting with Excellence and Integrity .

Position Purpose

The Library Assistant plays a key role in supporting the delivery of library services at King's Baptist Grammar School, Adelaide Hills. Reporting to the Resource Centre Manager and working collaboratively with library staff, the role provides administrative, operational, and student-facing support to ensure the library function at the Hills campus is a dynamic hub for learning, literacy, and engagement. This role contributes to the school's wider vision for a well-resourced, inclusive, and innovative learning environment.

Key Responsibilities

The role encompasses activities within the following Key Result Areas:

- Customer Service & Learning Support
- Resource & Collection Management Support
- Library Programming & Displays
- Team Collaboration

Staff are expected to work effectively in a team environment and manage their working relationships to ensure all KRAs are achieved.

Key Areas	Key Responsibilities
Customer Service & Learning Support	• Assist students and staff with resource and information needs. • Support the classroom teachers with individual or small group learning activities in the Library as required. • Maintain a welcoming, safe, and inclusive environment for all users of the library/resource function at the Hills campus. • Provide circulation desk support and respond to enquiries professionally. • Assist with lesson setup as required, resource delivery, and student engagement activities. • Supervise students using the resource centre before, during and after school and during study periods. Report behaviour concerns to relevant pastoral teacher as required.
Resource & Collection Management Support	• Shelve, tidy, and maintain physical collections and learning spaces. • Process, mend, and prepare books and journals for circulation. • Use the AccessIT library management system for borrowing, cataloguing, and resource tracking. • Assist with digital displays and resource curation. • Participate in collection, culling and renewal processes.
Library Programming & Displays	• Contribute to the creation of engaging library displays and promotions. • Support the delivery and running of library events and literacy programs as directed, such as Book Week, author visits, Premier's Reading Challenge and Book Fair. • Assist with digital and static displays that promote literature and learning.
Team Collaboration	• Actively participate in Hedley Beare Library team meetings, as required. • Maintain positive relationships with administration, finance, maintenance, and ICT teams. • Respond in a timely and friendly manner to requests for service. • Work collaboratively to ensure consistent service delivery across campuses.

Essential Criteria

1. A personal commitment to the King's Vision, Mission and Values underpinning the delivery of a Christian-based education to students.
2. Demonstrated experience in library operations or administrative support (school library experience desirable).
3. Strong organisational and communication skills.
4. Ability to work collaboratively within a team and with teaching staff.
5. Commitment to supporting student learning and engagement.
6. Proficiency in using library management systems and digital tools.
7. Understanding of children's and young adult literature (desirable).
8. Friendly, approachable and reliable with the ability to adapt to changing needs.
9. Ability to maintain confidentiality and uphold school values.

Hours of work

The position is part time across 44 weeks of the year (inclusive of 4 weeks paid annual leave). The role requires an ability to show initiative and work independently.

The salary and conditions of this position will be negotiated in line with qualifications and experience.