

Job Title:	Library Technician
Classification Level:	School Assistants Salary – Resources Stream
Department:	Administration
Reporting relationships:	Library Manager Director, Business

### 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 <b>Humility</b> and <b>Service</b> 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 <b>Fairness</b> and <b>Respect</b> .
Accountable Leadership	Being reliable, responsible and building trust with others by acting with <b>Excellence</b> and <b>Integrity</b> .

### Position Purpose

The role of the Library Technician is to provide assistance and support to staff and students and to the Teacher Librarian/s. The role provides support across all aspects of acquiring, organising and maintaining a diverse collection of resources, including the monitoring of equipment sited in the library.

### Key Responsibilities

Interaction with staff and students is a major component of this role as is the introduction of new technology and implementing new resources and innovations. The Library Technician works as part of the Hedley Beare Library Team to assist with resource and information needs and is accountable to the Library Manager and Director of Business. The role requires a strong commitment to providing outstanding customer service when serving the information needs of the school community.

An annual performance review will be undertaken to determine capacity to meet the demands of the role, where additional skills training is required and what level of job satisfaction is being obtained.

The role encompasses activities within the following Key Result Areas:

- Customer Service
- Teaching and Learning Support
- Resource Management
- Technical functions

Key Areas	Key Responsibilities
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Assist students and staff with their resource and information needs.</li> <li>• Supervision in the Library before school, during lunch and recess</li> <li>• Maintain a safe, healthy and friendly environment for staff and students</li> <li>• Demonstrate good communication and problem solving skills</li> <li>• Circulation Desk duties</li> <li>• Shelving</li> </ul>
<b>Teaching &amp; Learning Support</b>	<ul style="list-style-type: none"> <li>• Maintain a strong knowledge of print and online resources</li> <li>• Liaise with teaching staff to acquire and promote resources for teaching and learning.</li> <li>• Co-ordination of textbooks for Years 6 - 12</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>• Undertaking operational and collection management tasks related to library and information services and systems</li> <li>• Work with AccessIT library management system</li> <li>• Assist with circulation and day-to-day operations of the library as directed by the Library Manager</li> <li>• Process and catalogue library and school resources</li> <li>• Ensure continuity of supplies such as barcodes, covering materials and stationery</li> <li>• Manage orders and invoices of textbooks.</li> <li>• Coordinate stocktake of the collection as required</li> <li>• Participate in culling resources as required</li> </ul>
<b>Technical Functions</b>	<ul style="list-style-type: none"> <li>• Working with and trouble-shooting library technology such as audio equipment, laptops, i-pads, interactive whiteboards and e-readers.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Maintain an up-to-date working knowledge of the Australian Copyright legislation as applicable to schools</li> <li>• Assist with the maintenance and cleanliness of the library</li> <li>• Actively take part in the Hedley Beare Library meetings and maintain supportive and professional relationships with members of the team.</li> <li>• Develop and maintain positive relationships with administration, finance, maintenance and IT teams.</li> </ul>

### 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. Understanding of confidentiality and duty of care within the school environment.
3. High level interpersonal skills with superior written and oral communication skills.
4. Familiar with the various policies and procedures of the school, including evacuation and lock-in
5. Demonstrated ability to provide frontline customer-focused information services.
6. Ability to work cohesively in a team environment as well as working autonomously where required.
7. Diploma of Library and Information Services.
8. Working with Children Check and COVID-19 vaccination evidence.

### Desirable Criteria

- High level of skills in AccessIT and Microsoft Office Suite.
- Previous experience working in a Library environment and working with related software and systems.
- Experience in managing and prioritising own workload
- Proven record of high-level efficient customer service

### **Hours of work**

The salary and conditions of this position are subject to the current King's Baptist Grammar School Enterprise Agreement. Additional requirements of this role may be specified in supplementary documentation.

The FTE of this will be determined on a need's basis at the commencement of each school year; however a degree of flexibility is required to accommodate various project needs throughout the school year as approved by the Director of Business.