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| Job Title: | Library Technician | | |
| Classification Level: | School Assistants Salary – dependent on qualifications and experience | | |
| Campus: | Adelaide Hills/Wynn Vale | Sub-school: | EY/JS/MS/SS |
| Status: | Permanent | Reporting Relationship: | Resource Centre Manager Director of Business |

The 'King's Way'

King's Baptist Grammar School (King's) is a place where every student is seen, heard, known and feels a sense of love. Our school is a place of connection and belonging in which reciprocal relationships between staff, students and families reflect (and invite us into) the perfect relationship of our triune God; Father, Son, and Holy Spirit.

King's 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'.

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| 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 . |

Hedley Beare Library

The Hedley Beare Library is a shared resource centre located at the Wynn Vale campus, serving both King's Baptist Grammar School and Keithcot Farm Primary School. Designed for flexible use—including small group work, individual study, class sessions, and reading—it features designated learning areas for each sub-school and a diverse, curriculum-aligned collection.

Position Purpose

The Library Technician supports the delivery of library services across King's Baptist Grammar School, working collaboratively with the Resource Centre Manager and Library Assistants. This role focuses on technical and operational aspects of library management, including resource acquisition, cataloguing, digital systems, and student support. The Technician plays a key role in maintaining a dynamic, inclusive, and well-resourced learning environment that supports curriculum delivery and promotes a love of literature.

Key Responsibilities

The role of Library Technician encompasses activities within the following Key Result Areas (KRAs).

- Customer Service & Learning Support
- Resource & Collection Management
- Technical Functions
- 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. Periodic performance reviews 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.

| Key Area | Key Responsibilities |
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| Customer Service & Learning Support | <ul style="list-style-type: none"> • Assist students and staff with resource and information needs. • Provide circulation desk support and supervision during peak times (before school, recess, lunch). • Maintain a welcoming and inclusive environment. • Support student engagement through reading programs and resource-based learning activities. • Facilitate orientation programs and assist with transitions between sub-schools areas. |
| Resource & Collection Management | <ul style="list-style-type: none"> • Catalogue, process, and maintain physical and digital resources using AccessIT, ensuring high quality catalogue integrity. • Coordinate textbook distribution and management for Years 6–12. • Conduct stocktakes, culling, and renewal of resources. • Liaise with suppliers and manage orders and invoices. • Ensure continuity of supplies (barcodes, covering materials, stationery). • Support the integration of online databases and digital learning tools into teaching programs. • Support the curation and updating of digital collections including eBooks, periodicals and multi-media. |
| Technical Functions | <ul style="list-style-type: none"> • Troubleshoot and support library technologies (e.g., audio equipment, laptops, iPads, interactive whiteboards). • Assist with digital displays and integration of online resources. • Maintain up-to-date knowledge of copyright legislation relevant to schools. • Support the administration and maintenance of digital platforms such as Clickview. |
| Library Programming & Displays | <ul style="list-style-type: none"> • Contribute to engaging displays and promotions that support literature and learning. • Ensure the library is visually appealing, safe and conducive to learning. • Assist with events such as Book Week and author visits. • Contributes to the smooth and efficient running of literacy programs such as Premier’s Reading Challenge, Scholastic Book Club and Book Fair. • Assist with interactive displays, exhibitions and seasonal themes. • Support consistency of programming across both campuses. |
| Reporting & Team Collaboration | <ul style="list-style-type: none"> • Actively participate in Hedley Beare Library team meetings. • Maintain positive relationships with other school departmental teams. • Participate in and support professional development and ongoing training in library systems, copyright and emerging technologies. • Attend relevant school-wide meetings and contribute to cross-departmental initiatives • Generate reports from the Library Management System and support the Resource Centre Manager in data analysis to inform collection development and programming. |

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. Experience in supporting library operations in an educational setting.
3. Passion for literature and the promotion of the lifelong love of reading.
4. Proficiency in digital tools and library technologies with the ability to troubleshoot technology.
5. Understanding of copyright legislation, privacy and ethical use of information in schools.
6. Familiarity with curriculum frameworks and the role of libraries in supporting teaching and learning.
7. High level communication and interpersonal skills portraying a welcoming and friendly disposition, including the ability to interact with families of all cultural backgrounds.
8. High level organisational and time management skills with an ability to operate under pressure and managing multiple tasks to meet strict deadlines.
9. High level understanding of Work, Health and Safety policies and procedures within a school environment, in particular Emergency Response processes.
10. Work cohesively in a team environment as well as working autonomously where required.
11. Represent the school and its wider community by providing positive, enthusiastic and professional support and customer service environment.

Qualifications

- Formal qualifications in Library and Information Services are desirable.
- Experience with library systems and digital resource platforms.
- Current Working with Children Check and Mandatory Reporting Certificate.

Terms and conditions

This is a permanent, part-time position working across 46 weeks of the year inclusive of 4 weeks paid annual leave. The role requires the capacity to support the Adelaide Hills campus periodically, ensuring consistency in service delivery.

The salary and conditions of this position will be negotiated in line with qualifications and experience and are subject to the current King's Baptist Grammar School Enterprise Agreement.