

## Library Technician Role

### THE SCHOOL

St Mary's Anglican Girls' School is an independent day and boarding school for over 1400 girls from Kindergarten to Year 12. The school is located close to the ocean in the northern suburb of Karrinyup and, during term time, is home to over 180 boarders.

Founded in 1921 in West Perth, St Mary's moved to Karrinyup in the 1960s. The school has a proud tradition of providing a rich and rewarding education for young women to live, learn and grow. The school strives to ensure each student is nurtured as an individual and feels she is an important member of the St Mary's family.

St Mary's has a range of excellent facilities including the Lady Wardle Performing Arts Centre, the Lady Treatt Music and Dance Centre, Dannatt and Hearn Halls for sport and the Sir Thomas Wardle Swimming Pool Complex. St Mary's also has a 100-acre property at Metricup, north of Margaret River, where a state-of-the-art outdoor education facility is used for school camps.

### ROLE PURPOSE

The Library Technician is primarily responsible for cataloguing. The person is also responsible for the organisation, distribution and maintenance of school resources.

### WORKING RELATIONSHIPS

During the course of the role the Library Technician works with the following groups of people

#### Internal

Principal  
Head of Junior School  
Deputy Head of Junior School  
Librarian and other library staff  
Junior School teaching staff  
Students  
Administration and Accounting staff

#### External

Suppliers  
Parents  
Industry bodies

### DUTIES

- co-ordination of parent rosters and training to help with shelving, shelf reading and covering of resources,
- daily maintenance of the library – tidiness, attractiveness, display,
- class, student, and parent, borrowing, returns, staff bulk loans, reservations, inter-library loans and closed reserves,
- preparation and follow-up of overdue reports fortnightly, term and yearly, and
- other duties as specified by the Head of Junior School and Librarian.

## EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

### Experience and Skills

#### *Essential*

- Associate Degree of Science (Library Technology) or equivalent as recognised by ALIA (Australian Library and Information Association) but will also consider candidates working towards completion of their qualifications

#### *Desirable*

- Experience cataloguing using AMLIB Library System
- Assist patrons to access resources using OPACs
- Experience in the education sector

### Skills and Personal Qualities

- Ability to use initiative and work unsupervised
- Ability to prioritise workload and staff requirements on a daily basis
- Excellent communication skills and ability to communicate effectively with staff, students and parents
- Excellent time management and organisational skills

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the school's Christian values.

## CONDITIONS

The Library Technician is a full-time, permanent position working during school term time.

<b>Reports to:</b>	Librarian
<b>Hours:</b>	37.5 hours per week, 7.30- 3.30pm
<b>Location:</b>	St Mary's Anglican Girls' School, Elliott Road, Karrinyup
<b>Period:</b>	Permanent, following a probationary period of 6 months
<b>Remuneration:</b>	In accordance with the Independent Schools' Administrative and Technical Officers' Award of 1993. This position carries a pro-rata leave allowance of four weeks per annum which will be paid with your last pay in December. You will not be paid during the school holidays when you are not required to work.

## APPLICATIONS

Applications, outlining your suitability for the position and including a curriculum vitae and the names and telephone numbers of three referees, should be returned to:

The Principal  
St Mary's Anglican Girls' School  
PO Box 105  
Karrinyup WA 6921

*Applications close on Thursday 24 March 2016.*

***Thank you for your interest in this position at St Mary's Anglican Girls' School.***