

**INFORMATION FOR APPLICANTS FOR THE PERMANENT, FULL TIME ROLE OF
LIBRARY TECHNICIAN – JUNIOR SCHOOL**

BACKGROUND TO THE POSITION AND HOW TO APPLY

We are inviting applications for the role of Library Technician to join our Junior School Team.

We are seeking a highly competent and motivated individual to assist in the day-to-day running of our library. This is a vital role that involves customer service, management of our audio visual resources and assisting in the operational and technical aspect of the learning environment.

The ability to communicate at all levels along with excellent organisational skills, are important characteristics for this role.

This person must support the Anglican tradition and values integral to the life of the school.

To find out more about the skills and experience required, along with the duties and responsibilities for this exciting role, please visit <http://www.stmarys.wa.edu.au/jobs>.

The salary will be discussed with the successful applicant.

Applications should be returned to:

Head of Junior School
St Mary's Anglican Girls' School
PO Box 105
Karrinyup WA 6921

The application should include:

- A cover letter of 1-2 pages
- A detailed curriculum vitae
- The names, positions and telephone numbers (preferably mobile numbers) of three referees.

Applications close at 5pm, Wednesday 6 May 2015.

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 190 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 a 50 metre swimming pool. In 2005 St Mary's purchased a 100-acre property at Metricup, north of Margaret River, where a state-of-the-art outdoor education facility has been developed.

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.

Reports to: Librarian

Hours: 37.5 hours per week, 7.30am - 3.30pm

Location: St Mary's Anglican Girls' School, Elliott Road, Karrinyup

Period: Permanent, following a probationary period of 6 months

Remuneration: 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.

A Working with Children Check and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

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