Role Description

Diocese of Toowoomba Catholic Schools

Position details

Title	School Officer: Library Assistant
Classification	School Officer Level 3
Agreement	Catholic Employers Single Enterprise Collective Agreement Diocesan Schools Queensland 2023-2026
Reports to	Principal or delegate

About Toowoomba Catholic Schools

Toowoomba Catholic Schools is a progressive and distinctive community of 32 schools and central office spread across Toowoomba, the Darling Downs and South-West Queensland. Our values of dignity, potential and life support a culture of high standards, hard work and life-giving relationships. Staff experience a strong sense of belonging, of being valued and being successful at what they do. It is through this commitment to uphold the dignity of all, nurture potential and enable full and flourishing lives, that we are distinctively Catholic communities.

About the role

The School Officer: Library Assistant supports the Teacher Librarian in the routine day to day provision of Library and Information Services to students and teachers, specifically in the areas of cataloguing, circulation and ensuring stocked resources are readily available for students and staff.

Role responsibilities

Fulfil the accountabilities of the role in accordance with TCS's purpose and objectives, as outlined below.

1. Maintain an inviting library environment in real and virtual spaces to promote student engagement and productive learning experiences including displays.
2. In accordance with the TCS School libraries handbook, prepare and process all new equipment and resources through the library database including completion of relevant requisition forms.
3. Assist clients to locate items through the library management system (eg AccessIT) and more broadly in the library and virtual library.
4. Under the direction of the Teacher Librarian, maintain the borrower database in a manner that ensures equitable access for all users including processing daily loans, returns and providing regular reminders of overdue loans.
5. In accordance with established procedures, reserve and freeze items on request and provide bulk loans of items.
6. Recall all items from all users to the library at the end of each year for stocktaking purposes.
7. Under general supervision, prepare and develop materials for displays in the library and the digital library portal.
8. Assist clients in the use of devices and software located on the library e-platforms.
9. Promptly shelve all resources and conduct a weekly shelf check of all resources to ensure an accurate order for all users.
10. Within designated behaviour support processes, provide supervision of students and refer behavioural vulnerabilities to teaching staff.

We value Dignity Potential Life
Belief in a better world

About you

To achieve in this role, you will be required to demonstrate the following.

Eligibility criteria

Essential

- Current Queensland Working with Children Clearance (Blue Card) or ability to obtain prior to commencement as required in the Working with Children (Risk Management and Screening) Act 2000

Desirable

- Certificate III in Library and Information Services or a related field

Key success criteria

- Demonstrated empathy and understanding of the values and ethos of the Catholic faith.
- Proven experience working with a range of software including library management systems and the Microsoft suite of products that can be applied to assist clients operating these systems.
- Demonstrated ability to interpret and follow procedures, including the application of some discretion and judgement to ensure equitable access to resources.
- Demonstrated commitment to customer service in the context of the school library and information services.
- Evidenced highly developed record keeping and organisational skills that can be applied to the provision of the library and information service.
- Proven ability to work under general direction within established professional guidelines and deliver efficient results to ensure resources are readily available for students and staff.

Responsibilities of all TCS staff

1. Support the values and Catholic ethos of the school.
2. Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.
3. Engage in appropriate professional development opportunities to enhance knowledge and upskill in relation to the role.
4. Uphold the TCS Code of Conduct and all work health and safety requirements in accordance with policies and procedures.
5. Complete other duties that are directed by your employer as needs change or grow. All requested duties will be consistent with the purpose and classification of this position and any relevant legal and/or industrial obligations.