



Ascham Junior School



Junior School Library Assistant

Status: Permanent

Department: Library and Information Services

Reports to: Head of Junior School and Head of Library and Information Services

Other: Term Time- Monday- Thursday 8.30am-5.30pm; Friday 8.30am-4pm

The Library Assistant (Primary) will assist in the provision of efficient and effective library and information services to meet the needs of students and staff in Hillingdon and Fiona and the wider Ascham community. They are generally responsible for the maintenance of the library resources and the environment in the Helen Grant Library and the Norah Street Library and provide clerical support for the library staff.

Candidates who are currently studying for a Library qualification are welcome to apply.

Core Job Role Accountabilities

- Work in accordance with the Ascham Staff Code of Conduct
- Provide library and administrative support to the teacher librarians in the Hillingdon and Fiona libraries
- Contribute collaboratively to the effective working relationships across the libraries at Ascham
- Provide assistance with student and staff inquiries with regard to location and retrieval of resources and use of ICTs in the Hillingdon and Fiona libraries; be familiar with the resources available (print and digital)
- Perform general circulation duties and assistance with supervision of students
- Assist the Teacher Librarians (Primary) with the ordering of resources for the Hillingdon and Fiona libraries
- Accession, catalogue (original and copy) resources for Hillingdon and Fiona into the library catalogue using tools such as SCIS, Trove and the NLA
- Supervise students in Fiona Library from 3.20-5pm Monday to Thursday
- Maintain Hillingdon and Fiona student and staff borrower records in Infiniti Library Management System
- Print and distribute overdue notices for students and loans lists for staff in Hillingdon and Fiona
- Regularly stock take and weed library and classroom collections in Hillingdon and Fiona
- Ensure that the Hillingdon and Fiona libraries are tidy, the collections are well maintained and repairs are processed. Report problem areas to the Teacher Librarians in Fiona and Hillingdon
- Ensure library resources are shelved correctly and in a timely manner
- Assist with displays in the Hillingdon and Fiona libraries
- Facilitate student book clubs and library activities where required
- Assist with displays in the Junior School that promote library initiatives
- Assist students and staff with printing and technology inquiries
- Assist with maintaining equipment and ICTs
- Set and evaluate goals that are aligned with and contribute to the Departmental Operational Targets as part of the Ascham Strategic School Development plan
- Participate in and undertake ongoing professional development
- Train and monitor library volunteers
- Ensure any student billing is sent to Accounts
- Attend and actively participate in library meetings
- Assist with Open Days, Prize Giving and other school events as required
- Assist the Library Assistant (MBL) if required
- Other duties as directed by the Head of Library and Information Services, the head of Junior School and the Head of School

Mandatory requirements of this role:

- Experience in a school library
- Excellent organisational and time management skills; complete tasks effectively and in a timely manner
- Ability to prioritise tasks and show initiative and flexibility in completing them
- Ability to provide an enthusiastic, patient, friendly and pro-active service to library users at all times
- Have knowledge of current technology in education and collection management systems
- Have experience in using the Microsoft Office suite of applications
- Have highly developed interpersonal skills, work as a team member and collaborate with other staff members
- Be able to work under pressure in a busy and varied environment
- Be prepared to undertake training to update skills
- Preferably a TAFE Certificate in Library and Information Services