



ST. PETER'S
Anglican Primary School



Position Description

Library Manager



Vision

- St Peter's will strive to provide an inspiring, nurturing and dynamic learning environment, underpinned by Christian faith and with a focus on a strong academic curriculum.

Motto

- Life through Christ

We seek to achieve the following goals:

- Appoint exemplary Christian classroom and specialist teachers
- Pursue academic excellence
- Promote in students a love of learning, pride in their individual and collective achievement, and a strong work ethic
- Encourage students to fully extend their skills and talents, and to constantly challenge the limits of their abilities
- Develop superior skills and knowledge in Information Technology
- Provide opportunities for students to develop a high level of proficiency in Sport, Debating, Public Speaking and Creative and Performing Arts
- Commit to a nurturing system of pastoral care that is dedicated to the support of individual students and their families
- Develop in students a strong sense of service to others and to the community

We encourage all our students to:

- Develop an understanding of the Gospel message and the impact of serving God in their lives
- Develop their full intellectual, social and physical abilities
- Think critically and creatively
- Develop enthusiasm and respect for learning
- Show respect for and courtesy towards others
- Learn the value of working together
- Learn to appreciate the importance of service to others
- Show initiative and develop qualities of leadership within the school and wider community
- Develop a global perspective and the ability to adapt to change
- Appreciate the joy of living in a spirit of thankfulness to God



Role Description

Responsible to: Director of Learning

Effective Date: Term 1, 2018

Main Objective: The Library Manager is responsible for managing the school library so as to promote reading and learning. The position of the Library Assistant will report to this position who will provide clerical support and assist with the day to day operational functions of the library.

FTE: Full time (1.0 FTE) permanent position – term time only (negotiable)

Hours: 8.00 am – 4.06 pm (negotiable)

Salary: The industrial Instrument that currently applies to this position is *"Independent Schools (NSW) (Support and Operational Staff) Multi-Enterprise Agreement 2017"*

Dress Code: St Peter's Anglican Primary School requires staff to dress in a professional manner, fitting of an independent school. Further details will be provided to the successful applicant.

As a member of the support staff, you will be encouraged to wear the Corporate Uniform. To assist with this, a jacket, shirt and pants or skirt will be supplied. Additional items can be purchased from our School Shop at a reduced price.



Major Responsibilities:

The Library Manager is to ensure that the Library operates effectively on a day-to-day basis within the ethos of the school. A welcoming, friendly and supporting environment will need to be provided that promotes reading and learning. The Library Manager has an important role to play in maintaining the processes and procedures that ensures that the Library is able to meet the information and resource requirements of the School. As a Resource Centre, the Library is responsible for maintaining and promoting the Schools physical and digital resources, music resources and IT resources.

Selection Criteria:

Essential Criteria

1. Qualification and experience

- Relevant qualification and/or experience in library information management, information technology or similar
- Practical knowledge of and experience in a range of school library management tasks, including integrated library systems, basic cataloguing/indexing and technology support roles
- Strong numerical, keyboard, data entry skills and experience working with the Microsoft Office Software Suite
- Experience and knowledge of Library practices and procedures
- Well-developed communication, including the capacity to interact effectively with a range of school community members, library system vendors and/or user groups
- Demonstrated ability to plan activities, set priorities and make sound judgement so as to meet goals and objectives
- Ability to anticipate problems related to the duties and responsibilities and initiate appropriate actions and programs to maintain effective service delivery which satisfies the schools objectives
- Understanding of WHS Legislations and Regulations relating to events
- Ability to adapt to the changing Library environment
- Ability to exercise discretion, use initiative and solve problems
- Commitment to working cooperatively and collaborative as a member of a team

Desirable Criteria

- Experience working within a school and Library environment
- Working knowledge of the Oliver platform



Specific Responsibilities

- Work with staff and students by providing a high quality, welcoming, responsive and proactive Library service that supports the school's philosophy and policies
- Assist the school in promoting and publicising the library services and assisting in Library events ie Premier's Reading Challenge, Book Fair, Book Club
- Perform a range of library tasks, including processing, cataloguing books, stocktake, preparing display materials, general photocopying, book covering laminating of materials, related clerical and administrative tasks within expected timeframe
- Maintain the circulation system by keeping records of borrowing, returns and overdue materials
- Maintain music resources and band books/instruments and other resources, as required
- Providing customer service by assisting students and staff, answering information inquiries and assist with the borrowing function in a friendly and welcoming manner
- Provide technical support to staff in relation to the library services and systems
- Attend meeting and functions, as required
- Carry out other duties, as required



Specific WHS Responsibilities

You have a responsibility under WHS legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not adversely affect the health and safety of other persons – for example your co-workers, students, parents or other persons that you may come into contact with at work.

You must cooperate with St Peter's Anglican Primary School to ensure that your workplace is safe and without risk to health. This includes, but is not limited to:

Team Leader/Manager/Coordinator

- Provide leadership in WHS Risk Management
- Refer WHS issues that are beyond your control to the relevant Executive for their attention, but ensure that interim action is taken to reduce the risks in a practical way
- Monitor and oversee the completions of Risk Assessments when there is:-
 - Uncertainty about how a hazard may result in injury or illness
 - The work activity involves a number of different hazards
 - Changes occur that may impact on the effectiveness of control measures
- Take reasonable care for their own health and safety while at work
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Cooperate and comply with any reasonable policy or procedure of St Peter's Anglican Primary School in relation to health or safety in the workplace
- Report all incidents, or hazards, that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work
- Comply with all reasonable instructions from Managers in relation to health and safety issues at work
- Attend and participate in any training or in-service seminars arranged by the St Peter's Anglican Primary School to support the objectives of this Policy
- Use any personal protective equipment provided to you by the school to protect your safety and ensuring that you use this equipment correctly
- Engage openly with school personnel in any consultation on WHS issues, or information, brought to their attention, to assist the school
- Generally cooperate with St Peter's Anglican Primary School as required to enable compliance with the Law
- Meet the requirements of WHS legislation, a person trained in First Aid will be responsible for the provision of First Aid, as required
- Assist all people in the workplace should an emergency occur



Application Process

Applications for the position of a Library Manager should include but not be limited to the following:

- Covering Letter
- Completed "Application for Employment" form – located on the school's website under employment
As part of the "Application for Employment" form, you will be required to provide the following information:-
 - Current written reference and/or contact details from Minister of Church currently attending
 - Written reference and/or contact details from current/past employers, colleagues
 - A statement of full employment history
 - A statement and proof of educational qualifications and professional memberships
 - Working With Children identification number
- Information which addresses the selection criteria as noted in the Position Description.
It is highly recommended that the selection criteria is addressed as it allows the Interview Committee to assess how you meet the criteria in a clear and concise way.
- Resume
- A statement of personal Christian faith

Applications marked CONFIDENTIAL should reach the Head of School no later than

4.00 pm – Friday, 11 August 2017

Mr Brendan Gorman

Head of School

St Peter's Anglican Primary School

PO Box 997

CAMPBELLTOWN NSW 2560

Email:

Short listed applicants will be contacted by telephone or email for an interview.

Confidential enquiries can be directed to Mr Brendan Gorman, Head of School by contacting the school on 4627 2990 or employment@stpeters.nsw.edu.au.