

Library Services Coordinator (Junior School)



ST JOHN'S
GRAMMAR

Position Description

Employment Type:	Permanent Part-Time
Normal Hours:	37.5 hours per week, 41 weeks per year
Classification:	Business Support Level 3
Area of Responsibility:	Library Services
Position Location:	Junior School Campus
Responsible to:	Deputy Head of Junior School

About St John's Grammar School

St John's Grammar School is an E – 12 Co-educational, Independent, Anglican School and is located in the hills at Belair, South Australia. St John's is structured into four sub-schools: The Early Learning Centre (3 and 4 Year Old Programs), Junior School (R-6), Middle School (Year 7-9) and Senior School (Year 10 – 12).

We offer a safe, nurturing, welcoming and positive environment for our students. Our long-term goal is to produce citizens who are articulate and confident young people with a social conscience, who can contribute to society and lead with tolerance and compassion for others as they live a thriving and meaningful life.

Position Objective

This role works at the Junior School with the following Objectives:

- To deliver an efficient and vibrant Library service for the Junior Campus. The Library Services Coordinator will operate and maintain systems that support the organisation and management of library and information services and resources. The position also entails assisting with staff and students' access to information. It is expected that this position supports teaching staff and students and does not involve the supervision of other staff members.

Working Relationships

This position works with the Junior School Teaching and Learning Executive, teaching staff at the ELC and Junior Campuses and is responsible to the Head of Junior School through to the Business Director. A relationship with the equivalent role at the Secondary Campus is also encouraged.

The Library Services Coordinator has the following roles:

- Coordinate the daily running of the library and its management systems, including stock management.
- Curate and maintain engaging and age-appropriate reading collections
- Promote reading culture amongst ELC and Junior School students.
- Support collection management, processing and maintenance of resources.

Learning to Soar

- Operate the automated library management system (Softlink Oliver) .
- Maintain oversight of the library budget in consultation with the Head of Junior School.

Key Responsibilities include:

- Coordinate operations of the library systems, including accessing system support (internal and external providers and third-party providers as necessary).
- Maintenance of data relating to resources and borrower records.
- Undertake annual stocktakes.
- Produce reports as requested (overdue, loan reports, history, etc) and liaise with parents/guardians and Finance regarding non-returned items.
- Attend to regular upgrades of the library systems.
- Circulate resources to staff and students to resource classroom learning.
- Maintain borrower records and coordinate closed reserve and bulk loans.
- Produce annual loan reports for staff to ensure accurate loan records are held.
- Search SCIS Web and download SCIS data records for resources.
- Upload records to Softlink Oliver.
- Check records for accuracy and assign more subject headings and further descriptive information if necessary.
- Assist teachers in resource selection to support units of work and educational experiences.
- Support students and staff to utilise physical and digital information resources effectively.

General

- Liaise and collaborate with key staff to generate student passion and interest in literature and reading.
 - Promote learning, literacy and recreational reading amongst the ELC and Junior School community.
 - Prepare engaging displays amongst the library space and to promote support literature-based school events (eg: Book Week and author visits).
 - Coordinate library programs, events, promotional activities and Book Club orders.
 - Coordinate book processing and covering, with the assistance of volunteers.
 - Provide student supervision as required.
 - Assist with class, small group and individual student bookings.
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Candidate Profile

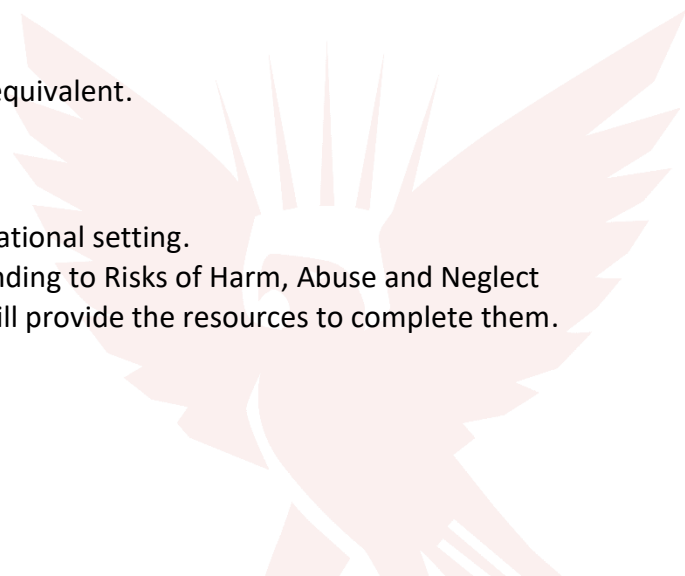
Qualifications

Essential

- Diploma of Library and Information Studies or equivalent.

Desirable

- Previous experience in a library, school or educational setting.
- Current First Aid Certificate, WWCC and Responding to Risks of Harm, Abuse and Neglect (RRHAN); if these are not current, the School will provide the resources to complete them.



Experience

Essential

- Experience working in an automated school library, preferably with Softlink Oliver.
- Experience with, and knowledge of the role and function of a school library and information centre.

Desirable

- Experience in SCIS cataloguing and online databases.
- Experience in web page maintenance.
- Experience working with, and knowledge of, resources for Early Years and Junior School students.

Skills and Abilities

- Supports the ethos of the School.
- Demonstrated interpersonal skills in establishing effective working relationships with staff and students.
- A demonstrated capacity to continually learn and develop new skills and share that knowledge within the organisation.
- Demonstrated communication skills.
- Ability to prioritise and plan tasks with minimal supervision.
- Sound general computer literacy and ability to effectively use the Internet.
- Ability to be flexible and respond to current needs as they occur.
- Must be confident working with a minimum of supervision and a proven ability to work to a deadline.

Conditions of Employment

Work Health and Safety

- Support the development and maintenance of a best practice WHS culture within the workplace.
- Adhere to safe work practices and encourage staff, colleagues and others on the work site to adhere to safe work practices.

Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe practices.
- Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and police checks etc.
- Demonstrate commitment to the St John's Grammar School Code of Conduct.

Performance and Training

- Participate in relevant compliance and other work related training and professional development as required.
- Participate in an annual review of performance in the role and review of this Position Description.