POSITION DESCRIPTION

POSITION: Library Development Assistant

ORGANISATIONAL UNIT: Professional Services Team

POSITION STATUS: Part-time (0.947 FTE, 36 hours per week – please see schedule of work hours within position description). Commencing immediately. The hours of work will be worked over term-time weeks only (ie. 39 weeks of each year).

KEY RELATIONSHIPS: This position reports to the Head of Library in the first instance. All positions at the School ultimately report to the Principal.

PRIMARY FOCUS: The Library at CGGS operates as a cultural hub that actively promotes reading, the love of literature and storytelling. Our relaxed, casual areas are overset with quiet study zones. A program of ‘In Conversation’ takes place throughout the year, bringing various practitioners of the arts and sciences to our School community, both within a school day and after hours. The Library Assistant’s role will demonstrate flexibility with varied hours in both the Senior and Junior Libraries (this will include some evening events).

The successful applicant will possess a broad knowledge of contemporary and classic writing, including children’s and young adult fiction. A demonstrated creative and artistic flair for library environments is required for this role.

DATE: March, 2016

CAMBERWELL GIRLS GRAMMAR SCHOOL – EDUCATING TOMORROW’S WOMAN

Our Vision
A leader and innovator in the education of girls, dedicated to fostering a passion for learning and building a more just and sustainable world.

Our Mission
A Christian school in the Anglican tradition, inspiring girls in their love of learning and nurturing compassionate leaders with global mindsets.

Our Values
We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

Our Strategic Pillars
- Inspired Learning
- Global Citizenship
- Development of the Whole Person
- Leadership in Educational Practice
- Connected Community
- Operational Excellence

Our Motto
‘Utilis in Ministerium’ (Useful in Service)
KEY INTERNAL CONNECTIONS

Reporting directly to:
- Head of Library

Associated Relationships
- Principal
- Library Staff
- Professional Services Team
- School Management Team
- Junior and Senior School Teaching Staff

KEY DUTIES & TASKS

1. Library Administration
   - Manage all circulation duties of the Library, including use of the Library management system and shelving.
   - Maintain the Library in good order.
   - Laminating and binding teacher and student resources.
   - Provide photocopying and print support for teachers and students.
   - Ensure all book covers are well maintained.
   - Assist with cataloguing and processing of new resources.
   - General administration duties.

2. Library Events
   - Develop creative artwork and displays for promotion of various Library themes and events.
   - In conjunction, assist the Head of Library with the Library’s Storytime and Bookclub programs, including but not limited to:
     - Planning and organisation of events and activities,
     - Prepare materials for Storytime and Book Club events,
     - Liaise with Literature Captains to promote and encourage participation in Bookclubs.
   - Promoting various events and activities to the School and its wider community.
   - Liaise with the Head of Library to develop and implement new initiatives.

3. Literature Knowledge & Engagement
   - Investigate reading materials appropriate and provide support for students and staff, ranging from Early Learning to Year 12.
   - Positively engage with students to encourage reading and involvement in Library activities.
   - Share and discuss current reading with other Library Team members.

4. Other duties as appropriate to the position
   - There may be occasions where the Library Assistant will be required to complete tasks in addition to those listed above. This will require flexibility of hours to accommodate working across both School campuses and evening events.

5. Health & Safety
   All staff are expected to:
   - Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy.
   - Work safely and report any hazards in accordance with school procedures.
   - Monitor and take full care of the health and safety of others within area of responsibility.
   - Participate when required in the resolution of safety issues.
6. Staff Review & Expectations

All staff are expected to:

- Participate in the School Review process in order to continuously improve knowledge and practice.
- Conduct themselves with professionalism at all times and in line with the CGGS Code of Conduct.
- Be a positive voice of support for the School with existing and prospective families, staff and others in the community.

SCHEDULE OF WORK HOURS (2016)

Upon commencement, the hours of work will be an average of 36 hours per week, averaged over each four-week period. The hours of work will be worked over 39 weeks of the school year (ie. Term-time only). The part-time employment fraction upon commencement will be 0.947 FTE. The regular pattern of work in 2016 will be as follows:

<table>
<thead>
<tr>
<th>Work Day</th>
<th>Start Time</th>
<th>Finish Time</th>
<th>Break Time</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:00 am</td>
<td>4:00 pm</td>
<td>30 mins</td>
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<tr>
<td>Tuesday</td>
<td>10:30 am</td>
<td>6:00 pm</td>
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<tr>
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<td>30 mins</td>
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<tr>
<td>Friday</td>
<td>8:00 am</td>
<td>4:00 pm</td>
<td>30 mins</td>
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</tbody>
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Please note that this arrangement may be varied by the School in accordance with operational requirements. Variations will be agreed in writing with the successful incumbent of this position.

KEY RESPONSIBILITIES

- Attend all relevant staff meetings as scheduled.
- All other duties and responsibilities as set out in the CGGS Staff Handbook.

KEY SELECTION CRITERIA

Skills, Knowledge and Experience

Essential Criteria:

- Professional, strong and effective communication skills.
- High level computer literacy – the ability to use email, word processing and spreadsheet programs.
- Ability to interact proactively with staff at all levels, including management.
- Conceptual, analytical and problem solving skills.
- Well-developed organisational and administrative skills, including strong attention to detail, demonstrated ability to set priorities and meet deadlines.
- Demonstrated effectiveness in contributing to a small team, including the ability to review and improve workplace practices.
- Proactive, self-starting, able to initiate action and influence events.
- Adaptable and receptive to new ideas, not bound by old ways of operating.

Desirable Criteria:

- Experience in a library and or educational environment will be highly regarded.
Qualifications

**Essential Criteria:**
- Working with Children Check
- National Criminal Record Check

**Desirable Criteria:**
- Further training or qualifications in Literature and/or Library Services
- First Aid qualification

**KEY PERSONAL ATTRIBUTES**

- Loyalty to the School, students and staff, and commitment to the promotion of continuous improvement and a positive and supportive School culture.
- The ability to be discreet and maintain confidentiality, whilst cultivating credibility and honesty.
- The ability to work collaboratively in a team.
- The ability to be self-motivated, to work autonomously and be proactive.
- Highly organised and resourceful.
- Positive and flexible attitude.
- Enthusiasm and energy.
- Attention to detail.
- A warm and friendly disposition, with a tactful and diplomatic approach.
- Commitment to achieving best practice.
- High standard of personal presentation.
- Alignment with the School Values.

**OTHER INFORMATION**

**Applications**
All applications should include the names of 3 referees and be sent via email to:

Mrs Erin Colwell  
Director of Human Resources  
hrdirector@camgirls.vic.edu.au

Alternatively, applications that cannot be emailed can be sent via post to the Director of Human Resources at:

Camberwell Girls Grammar School  
2 Torrington Street  
Canterbury, VIC, 3126

**Closing Date**
5.00pm, Monday 14 March, 2016
(Please note that applications will be reviewed in order of receipt, and appointment of the position will be made in accordance with this).