



POSITION DESCRIPTION

Position name	Information Services Assistant
Employment Status	Permanent
Grade	Grade 3
Load	15 hours per week on Torrens Park Campus (as rostered Tuesday and Wednesday)
Key Relationships	Reporting to the Information Services Coordinator, this role will need to maintain collaborative relationships with all staff and students.

Our Mission:

Scotch College aims to prepare our students to make an impact.

We plan to deliver consistent, outstanding innovation in our people, programs and infrastructure on a sustainable basis, in order to provide opportunities for young people to thrive and develop the awareness, boldness and versatility to make a difference in any part of the world.

We are a forward looking, externally focused, nurturing and ambitious community driven by a powerful sense of the wellbeing of our stakeholders, so that the wellbeing of others may be enhanced. Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish: be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Key to the achievement of this vision is the College's strategy of attracting and retaining the best people whose values align with Scotch.

Objective:

The Resource Centre is a friendly, warm and inviting space committed to looking after the information services needs of College students and staff. Reporting directly to the Information Services Coordinator, the Library Assistant will provide quality customer focused services and assist in the day to day running of the Resource Centre.

Key Responsibility Areas

1. Library Operations

- Maintain effective communication with all staff and students.
- In conjunction with other members of the library team, operate the circulation desk.
- Assist students and staff with general enquiries, use of the Access-It catalogue and Library hardware and software, and the location of resource materials.
- Undertake library operations in a proactive and effective manner including, but not limited to: (i) processing, labelling, covering, and repairing books (ii) re-shelving resources (iii) reporting on and following up on overdue books and other resources (iv) assisting with periodic stocktake (v) assisting with inter-library loans (vi) maintaining the photocopier and other stationery supplies.
- Troubleshoot basic IT issues for staff and students.
- Supervise students undertaking private study in the library in the absence of the Librarian.
- Catalogue and circulate periodicals to staff and ensure the ongoing maintenance of the periodical collection.

- Participate in the forward planning of Library activities and the development and implementation of continuous improvement activities.
- Undertake all duties in line with copyright requirements.
- Assist with Library displays and events.

2. *Work Health Safety and Wellbeing*

- Ensure that all equipment is in a safe working order.
- Tag out equipment that is not safe to use and organise repairs.
- Follow safe working procedures for all equipment and processes.
- Perform minor cleaning as required and report major cleaning deficiencies.
- Ensure work area is maintained in a tidy and professional appearance.
- Fulfill the allocated warden role in relation to evacuation.
- Take reasonable care of and cooperate with actions taken to protect the health and safety of self and others.
- Report all accidents, incidents and hazards as soon as is practicable.
- Read and adhere to all Scotch WHS guidelines and policies.

3. *General*

- Attend whole staff meetings and others as required.
- Undertake other duties as required.
- Demonstrate a commitment to professional learning in relation to the requirements of this role.

Key Selection Criteria: Qualifications, Skills and Experience

Essential experience

- Experience working with students ranging from Middle School to Year 12

Essential qualifications, skills and knowledge

- Library experience is essential.
- Relevant post-secondary qualifications (i.e., Library Studies).
- Intermediate competence in Word, Library Operating Systems, Internet Searching and Databases.
- Broad knowledge of children's literature.
- A passion for working with children.
- Familiarity with the Australian Curriculum.
- Current Certificate in Reporting Abuse and Neglect – Education and Care.

Highly Desirable

- Practical experience working in a school environment.

Key Selection Criteria: Personal Attributes

- Energetic, and patient and enjoys a lively work environment.
- A passion for reading and/or children's literature.
- Ability to cope with the physical demands of the job.
- Superior verbal and written communication skills.
- Ability to work independently with superior organisational skills, ability to set goals and prioritise work, and capacity to manage multiple, simultaneous tasks.
- An aptitude for and the capacity to utilise various Information Technology and software programmes, including library and educational content management systems, administration databases, Microsoft Suite and Adobe.
- Exceptional interpersonal skills and the ability to relate to students and parents from a range of different backgrounds.
- A reliable and proactive person who welcomes and encourages collaboration with others, able to work as part of a team or independently.

- Well-developed verbal and written communication skills.

Conditions of Employment

- All applicants must be eligible to work in Australia.
- All staff must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures.
- Work flexible hours to service the College's various activities, which may include occasional out-of-hours work.
- Successful applicant will be employed under the Scotch College Enterprise Agreement
- All staff are responsible for ensuring that the data they collect, access, or retain is done so within the requirements of the College Privacy Policy.

Finally

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this document for reference. There will be other tasks, not described above, that may be given to this position from time to time.

All positions evolve and change over time, and the school commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.