## Position Description

# Junior School Library Assistant

### OVERALL PURPOSE OF THE POSITION

Barker College Library Assistants and Technicians are employed to provide customer service to the Barker community through the delivery of library services, including routine clerical and general library duties and to assist the Library and Inquiry Integrators (Teacher Librarians) as they work to provide resources and services that support the education and well-being journey of the Barker College students and which inform, educate and inspire the broader Barker College community.

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### DUTIES & RESPONSIBILITIES

Primary

- Library circulation and reference desk duties
- Ordering new resources, including stationery
- Cataloguing and processing resources including via SCIS records and original cataloguing
- Covering and repairs
- Assisting with weeding and stocktake as required
- Assisting with Accessit report and overdues management
- Assisting with database management, including EBSCOhost, ClickView, Wheelers and others as needed
- Assisting Library and Inquiry Integrators (Teacher Librarians) with preparing resources for lessons
- Assisting in the development of promotional materials for library events, including digital materials and displays
- Supporting Library and Inquiry Integrators in the running of library programs and initiatives where needed
- Shelving, shelf-checking and shelf tidy

General Duties

- Demonstrating a sound understanding of current school library and information trends and best practice
- General library supervision and tidy duties
- Issuing, return, reserving of resources
- Any other duties, as required by Library and Inquiry Integrators, Director of Teaching and Learning, Assistant PYP Coordinator or Junior School Executive

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### SKILLS AND KNOWLEDGE ESSENTIAL TO THE JOB

- Excellent clerical skills
- Excellent communication and interpersonal skills
- Excellent organisational and time-management skills
- Relevant computer skills, including familiarity with MS Office programs and use of automated library systems
- Ability to work on multiple tasks simultaneously
- Ability to work independently and as part of a larger, managed team

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## ESSENTIAL PERSONAL ATTRIBUTES

- Approachable manner and positive attitude
- A willingness to support the Teacher Librarians in their work (as needed)
- A willingness to cooperate as a member of a team
- A willingness to support colleagues and treat them with courtesy and respect
- Transparent communication
- A willingness to accept and support change
- A commitment to engage in professional development and upskilling
- A willingness to embrace new ways of providing services to the Barker College community
- A willingness to be rostered flexibly between 7.30am and 8.30pm
- Ability to support the Christian values and ethos of the School

## ACCOUNTABILITY

### Child Safety

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

### General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by Barker College's Code of Conduct and the Complaints Procedures.

### Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

## SPECIAL CONDITIONS

- Prepared to undertake any additional training to compliment the position
- Prepared to accept and support changes that will come as the library evolves to meet 21C needs and teaching methodologies.
- Prepared to take on additional appropriate roles (as needed) in response to future changes in library services and the evolving role of library staff

## QUALIFICATIONS

- No formal qualifications required
- Desirable: Certificate in Library, Information and Cultural Services

**ORGANISATION CHART RELATIVE TO POSITION**

**The Manager's Manager**: **Head of Junior School**

**The Immediate Manager:** **JS Director of Teaching and Learning**

**This position:** **Junior School Library Assistant**

**APPROVAL**

This position description accurately details the primary duties and responsibilities of a Junior School **Library Assistant.**

*Approved by Head of Junior School in November 2025*

**ACCEPTANCE OF POSITION DESCRIPTION**

Position description accepted by:

**Name of Staff Member:** _____

**Signature of Staff Member:** _____

**Date:** _____