

Position Description

Library Assistant



Reports to:	Business Manager via Librarian
Position Allocation:	0.6FTE, 22.8 hours per week.
Primary Focus:	The role of Library Assistant is key to ensuring the smooth operation of the Cornish Learning and Information Centre (CLIC), ensuring excellent customer service and efficient procedures.

A message from the Principal

Education for a sustainable future is education of a different kind. It is education that aims to take students to depths of understandings that are transferable beyond school, preparing them to make a difference for a better world.

The Cornish College Rings of Sustainability provide a lens through which we can operate, design curriculum and engage in critical thinking. The Rings represent four dimensions of sustainability that are interdependent – personal, socio-cultural, urban/technological and natural. We understand that each of these dimensions must be in balance in order to ensure a future where there is enough for all, forever.

Our educational vision is about so much more than numbers. Every outcome that our students achieve, whether it be related to their ATAR; sporting achievements; participation in gifted and talented programs; social justice initiatives or the assessment of a unit of inquiry, should be an outcome that develops essential understandings about our world and builds upon the skills, knowledge and attitudes young people require for a sustainable future.

Employment at Cornish College offers teachers the opportunity to design and implement curriculum that makes a difference. It offers the opportunity to be part of a team where responsibility is shared, ideas are welcomed and pushing the boundaries of a curriculum framework is encouraged.

Background

Located on 100 acres of natural parkland next to the National Water Sports Centre adjacent to the suburbs of Patterson Lakes and Chelsea, Cornish College opened in 2012 and offers programs from ELC to Year 12. Cornish College has a double stream at all primary year levels and triple stream in all secondary year levels with a fourth stream Year 9 in 2022. Currently there are 690 students from ELC to Year 12. The College offers an ELC program influenced by the Reggio Emilia approach to education and runs the International Baccalaureate Primary Years Programme from ELC to Year 6. This approach to teaching and learning is embraced in a multidisciplinary, concept-driven and inquiry-based program in the secondary area. The Victorian Certificate of Education is offered in the senior secondary years.

With a strong emphasis on inclusion and respecting individual differences the College strives to see all young people thriving in the areas in which they have special aptitude. In line with this thinking the College offers vibrant programs across the curriculum.

The Position

The role of Library Assistant is key to ensuring the smooth operation of the Cornish Learning and Information Centre (CLIC), ensuring excellent customer service and efficient procedures.

This position works with all members of our College community and particularly closely with the College Librarian.

Terms and Conditions

The position is a 0.6FTE position working 22.8 hours per week term time only and is for the duration of 2022 with possibility of extension.

Responsibilities

The responsibilities of this position include, but are not limited, to the following:

- Support the provision of library resources to the College community, providing prompt, accurate and professional responses to students, staff and parents.
- Assist in the development and maintenance of both digital and physical library resources, including processing and repairing library materials, regular shelving, shelf reading, and tidying/moving of physical library materials and furniture.
- Assist in the acquisition and management of resources including purchasing, cataloguing, distribution, stocktake and removal.
- Monitor the status of printers, OPACs, online resources and ICT/AV equipment are fully operational, and report any malfunction to the ICT team for resolution.
- Operate the circulation desk and assist in the maintenance of the library management system, Access-It, to ensure that all client and catalogue records are accurate.
- Administer the ClickView video management system.
- Support the Librarian where required including but not limited to:
 - Preparation of materials.
 - Research assistance to students and teaching staff.
 - Assistance and participation in library activities, events and programs e.g., Book Week, Premiers' Reading Challenge.
 - Housekeeping and maintenance of the library environment and displays of library resources positioned around the college.
 - Duties that may evolve as a result of technological innovation and change .

The Person

The person needs to:

- Be willing to learn and be an enthusiastic, flexible, collaborative and engaged team member.
- Present a professional and positive demeanour and is a solution-oriented person
- Have a proven ability to work collaboratively and energetically, by being proactive, demonstrating initiative and a willingness to accept responsibility.
- Good oral and written communication skills, including ability to build rapport and communicate with children, parents and the College community.
- Have excellent attention to detail.
- Be efficient and have excellent organisational and time management skills.
- Initiative, enthusiasm and the flexibility to deal with the unexpected.
- The ability to operate in a professional manner, with discretion and confidentiality.
- Understand and build relationships with all members of the Cornish College community, demonstrating respect for all students, parents and staff.

Skills and Qualifications

Essential requirements:

- Relevant experience working in libraries, preferably in a educational library setting, or/and progress towards library qualifications.
- Professional presentation.
- Very good organisational and time management skills, with an ability to prioritise tasks.
- Intermediate ICT skills, including Google Suite, Microsoft Office, internet tools and mobile devices.
- All general support staff at Cornish College must hold a current Working with Children Check clearance for employment purposes and will be required to obtain a current Police Check.

- Proof of vaccination status required (double vaccination and booster) in accordance with Government Orders.

Note

- Cornish College staff are welcome to be involved in the College's co-curricular program depending upon their particular skills and interests. With all these tasks it is the expectation of the College that staff will work collaboratively to share responsibilities as evenly as possible.
- The College is committed to an active partnership with parents and that parent expertise is used to enhance the educational program wherever possible.
- All staff are expected to attend staff meetings as arranged.
- There is also an expectation that all members of staff will attend the major school functions of the year.
- All staff are expected to be supportive of the Christian ethos of the College as would be expected of a school associated with the Uniting Church.

Child Safe Statement

Cornish College is committed to the safety and wellbeing of all children and all staff are expected to observe the [College Code of Conduct](#).

The College Child Safe employer and is committed to the safety and welfare of children in our protection.

Cornish has systems to protect children from abuse and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's Child Safe Policy and Code of Conduct, which are available on its website. Cornish performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for child related work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Police Checks, Working with Children Checks, identity, qualification, VIT registration and reference checks.

Equal Opportunity

Cornish College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Cornish College.

Summary

This position description should not be seen as limiting and may be altered to meet the needs of the College at any time.

To Apply for this Position

Please address your application to the Principal, Nicola Forrest, and include a covering letter, resume and your personal response to this Position Description (preferably as one combined PDF file).

Applications should be submitted by 9.00am on Monday 30 May 2022 to employment@cornishcollege.vic.edu.au

Advice to Applicants

In your cover letter please outline your qualifications and your main areas of expertise. The rest is up to you! We'd like to get to know you a little through your letter.

Your response to the Position Description should focus on the following:

- Your experience in a similar role.
- Your experience with working in teams.
- Any other information demonstrating your suitability to working in this role at Cornish College.

All staff at Cornish College are expected to provide proof of vaccination status (double vaccination and booster) in accordance with Government orders.

For additional information please contact:

Willeka Cox

Human Resources Manager

Email: employment@cornishCollege.vic.edu.au