



POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

Library Assistant

Position Level	Classroom Learning Support Averaged – Level 3.1
Salary	\$56,057 (full-time salary) (Part-time employees are paid the amount proportional to the full-time salary)
Reports To	Teacher Librarian
Location	Trinity Catholic College – Goulburn, NSW
Employment Type	Part-time
Employment Status	Temporary
Employment Term	9 September 2021 – 25 January 2022
Hours Per Fortnight	55 (Monday – Friday, 9am to 3.30pm)

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals. At CE, our people are the engine that drives our system forward.

Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

Position Purpose	The Library Assistant is a member of the Library and Information Services Team. The role involves general liaison and being responsible for the physical environment of the library. The Library Assistant has an administrative and technical role; accessioning and creating data for items such as audio-visual materials, books, journals, and assisting in circulation duties, stock maintenance and overdue items.
Position Duties	<ul style="list-style-type: none"> • Catalogue and process new resources including barcoding, stamping, spine labelling and covering; • Search databases, e.g. SCIS or Trove as required; • Complete Circulation Desk duty and Check original cataloguing of items; • Assist in managing the Library catalogue (OLIVER) and supporting its use; • Assist in the circulation of equipment; • Assist students with basic research methods, including use of online databases; • Ensure correct shelving of resources;

	<ul style="list-style-type: none"> • Assist with photocopying, scanning, printing, uploading data; • Assist in maintaining the overdue system; • Operate and maintain all library equipment including audio visual equipment, projectors, and laptops; • Assist with stocktaking resources in the library; • Support the completion of the Premier’s Reading Challenge; • Supervise Study as required; • Other duties as determined by the Teacher Librarian.
Skills, Attributes and Experience	<ol style="list-style-type: none"> 1. Commitment to Catholic education and the promotion of the mission of the Catholic Church; 2. Developed self-management skills and the personal capabilities of self-reflection, integrity, resilience, showing initiative and emotional maturity; 3. Passion to work with young people demonstrating an enthusiastic, energetic and positive attitude; 4. Work collaboratively and flexibly as part of a team; 5. Excellent organisational and communication skills; 6. Commitment to professional learning.
Qualifications	<ul style="list-style-type: none"> • Certificate IV Library and Information Services or be willing to obtain. • Working with Children Clearance (WWCC).

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the ‘Apply Now’ button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE’s Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: recruitment@cg.catholic.edu.au