POSITION DESCRIPTION

LIBRARY TECHNICIAN

Position Title	Library Technician
Employment Status	Permanent
Classification	Covered by the Wilderness School Enterprise Agreement 2025
Reporting to	Head of Learning Resources

Wilderness School is a non-denominational girl's school educating students from Early Learning Centre through to Year 12. Since 1884, Wilderness School has prepared girls to be adventurous, courageous, responsible and respectful learners and leaders. The legacy of our Founders, the Misses Browns, continues today and is a rich and integral part of our School culture.

Staff members at Wilderness School are required to uphold the values and the reputation of our school and community by:

- Conducting their relationships with respect and kindness
- Demonstrating high behavioural, moral, ethical and professional work standards
- Working together to successfully manage change

Our Values guide every part of Wilderness School's culture, relationships, teaching and learning programs and practices. At Wilderness School we expect our staff and students to promote, enable and nurture Respectful Relationships, Responsible Citizenship, Adventurous Learning & A True and Courageous Self.

Role Purpose:

The Library Technician provides sound technical and administrative assistance and support to the Head of Learning Resources, students and teaching staff in the day-to-day operation and use of the Library and Resource facility. This role also assists the facility to fully support any School curriculum activities, projects, initiatives and/or special events.

Key Areas of Responsibility:

Resource Management

- Operate and maintain the Wilderness Library Management System (AccessIt) e.g. creating and updating system records, running reports, deleting items, stocktakes, etc
- Operate and maintain the ClickView Library adding appropriate new resources to support the curriculum and responding to staff and student requests for access to programs / films .
- Undertake effective copy and original cataloguing resource processing according to Wilderness Library procedures.
- Coordinate the NewsCorp account for delivery of physical copies of The Advertiser and The Australian each week.
- Circulate texts, magazines/journals, digital files, and other resources.
- Supervise student library committee members as required.
- Purchase and process orders for new resources for the Wilderness Library and as requested by other faculties.
- Support Head of Learning Resources in selection and deselection of resources for the collection.
- Order, maintain and report on supplies of Library processing materials and stationery items utilised by staff such as binding, laminating pouches, etc.
- Manage and maintain Library technology including, iPads, Cricut, 3D printers etc.
- Contribute to and maintain existing LibGuides as directed by the Head of Learning Resources.
- Coordinate the Premier's Reading Challenge - collate forms, enter and monitor data, organise awards, etc.

Staff and Student Services

- Assist staff and students to select relevant resources.
- Assist/support/instruct students in accessing resources from on-line databases, magazines/journals, ClickView, LibGuides, etc.
- Assist students with strategies to search the Library OPAC and online databases.
- Assist staff and students with The SLASA Online Referencing Generator
- Assist staff and students in binding, laminating, scanning and photocopying items.
- Ensure Library photocopiers have sufficient paper supplies and recycling boxes are emptied regularly.
- Instruct and assist students with 3D printing projects – including teacher-directed and independent.
- Support Head of Learning Resources in running of the Library Committee/s including the creation of displays, organising of events and constructing of rosters.
- Actively supervise and support students in the Library before or after school, during break times as per roster.
- Support students and teaching staff during lessons and study.
- Supervise individual students, small groups, and classes in the Library during the school day as required.
- Offer Reader's Advisory for staff and students.

Routine Library and Administrative Tasks

- Create and maintain physical and digital displays which promote reading engagement and key events or themes.
- Conduct overdue resource notifications according to Wilderness Library policies, including automated and manual emails, recalls, lost and damaged, etc.
- Collect and distribute library mail and school newspapers
- Support Head of Learning Resources in completing monthly credit card reconciliation.
- Prepare Library aides, Teaching aides, bookmarks, etc. as directed.
- Design and completion of projects using Library technologies i.e. : 3D printers and Cricut.
- Undertake general housekeeping and maintenance e.g. book repairs, re-shelving, general tidiness, etc.

Special Events

Assist with activities related to special events which include but are not limited to:

- Bedtime Stories – help with catering, room preparation, prepare digital display, etc.
- Book Week – work collaboratively with Library team to organise activities for Junior, Middle and Senior School students, facilitate displays (both physical and digital), supervise Library Committee members in running activities.
- Games Week – as per Book Week. liaise with Digital Technology Committee and International Committee as required.
- Comic Book Week – as per Book Week.
- Library Lovers Day –Support and supervise Library Committee members in preparing activities and celebrations.

Key Requirements:

Qualifications and Experience

- Appropriate qualification (e.g. Diploma of Library and Information Services) or equivalent, together with previous school environment experience directly relevant to this role.
- Excellent interpersonal skills and the ability to relate effectively to students, staff and parents.
- High level of ICT literacy skills including word processing, database and-spread sheet applications
- Highly developed knowledge and experience in the use of library management systems. Preferred knowledge of AccessIT.
- Experience in Library routines and practices, including cataloguing.
- Proven experience in Reader's Advisory.
- Knowledge of Acara v9.
- Experience of Adobe Illustrator, Adobe Photoshop, PowerPoint, Canva, 3D printing software or similar.
- Proven capacity to operate in a collaborative, professional, confident and confidential manner.
- Evidence of ethical behaviour in all professional duties.

Conditions

- Flexibility to work rostered hours is an essential component of this role.
- Opening hours for the Library Services will be at the specific instruction of the Principal.
- The spread of rostered hours for individual Library staff will be as negotiated with the Head of Learning Resources around this requirement that may change from time to time.
- The School reserves the right to modify and adjust position descriptions to meet its operational and strategic need.
- The successful applicant will be required to undergo a Working with Children Check and Responding to Risks of Harm, Abuse and Neglect Training. In addition, you are required to adhere to the School's Child Protection Policy.

Acknowledgement:

I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Signed: Date:

Print Name: