



Library Technician (1.0 FTE)

The Knox School is an independent, non-denominational, co-educational school catering for students from ELC to Year 12. The Knox School consists of two sub-schools on one attractive campus in Wantirna South, Victoria.

An rare opportunity has arisen for an accomplished and experienced Library Technician join our Library Team. Reporting to the Head of Library Services, this is a full-time fixed-term contract position until 11 December 2024. Immediate start preferred, but commencement date will be negotiated with the successful candidate.

About the position:

In this diverse role, you will provide a broad range of operational, systems and student services, working within a supportive and innovative school environment.

This is a great opportunity to contribute to all functions of the Library within the school through reliable provision of, and continuous improvement of, the key responsibilities which include:

- Circulation desk support as required.
- Cataloguing (to current international standards), shelving and circulating resources.
- Assist with Library stocktakes and audits
- Student and Staff point of contact for library services.
- Assistance with designing and setting up attractive displays
- Contribute to Library events and theme weeks
- Maintain library systems (Oliver library software), security and processes
- Maintain and update documentation of library procedures
- Label and process physical items (covers, barcodes, etc.)
- Participate in the purchasing process (suggesting purchases, receiving and reconciling deliveries)
- Assist with the opening and closing of the library as required.
- Attend Library meetings and professional development
- Other Library related duties as directed by the Head of Library Services

About you:

You have an enthusiastic and dedicated approach to work, and are adaptable in working in a dynamic environment. Being highly organised, you are self-directed in managing your priorities and keen to contribute to all facets of the Library. You are approachable and empathetic in addition to being efficient and solution focused. You enjoy a busy and varied role working autonomously as well as collaborating with others. You must support the School's vision and ethos and demonstrate the School Values of *Achievement, Responsibility, Respect, Resilience* and *Care and Empathy*. You will always be an excellent professional role model for our students. You will deliver the best possible Library support for The Knox School and the school community.

Working at The Knox School offers:

- Professional Development opportunities.

- Competitive salary, dependent on skillset and experience.
- Supportive and stimulating work and learning environment set amongst beautiful grounds.
- Onsite car parking.

The ideal candidate will:

- Hold appropriate Library qualifications (Diploma level minimum) and experience (experience in a similar role in a school is desirable)
- Have experience with the Oliver Library system.
- Be creative and enthusiastic about Library displays, events and theme weeks
- Demonstrate exceptional written and interpersonal communication skills, attention to detail and well-developed listening skills.
- Have a working knowledge of current Library principles and practice.
- Have ability to develop and maintain good working relationships, and interact positively, with all members of the Knox School community and 3rd parties.
- Have sound IT skills and knowledge (Microsoft Office suite of products, including Microsoft Teams (experience with Learning Management system *Schoolbox* is desirable).
- Have knowledge and understanding of the School's obligations in respect of Ministerial Order No. 1359, the Reportable Conduct Scheme, mandatory reporting, record keeping in relation to student safety and wellbeing, the failure to disclose and failure to protect offences (and any other information sharing and reporting obligations that may arise). Training will be provided.
- Have working knowledge of and commitment to adhere to the School's policies and student safety practices, including those detailed in the Student Safety at The Knox School Handbook (available on the school's website).
- Hold a current Working with Children Check clearance and a current National Police Check.
- Be professional, organised, collaborative and adaptable.
- Satisfactorily complete a values-based interview which will assess suitability to work with children and young people, and ensure that children and young people's rights are respected.
- Hold, or be prepared to obtain a current Level 2 First Aid Qualification, including CPR, Anaphylaxis and Asthma Training. Training is provided by the school annually.

Commitment to Student Safety:

The Knox School is committed to providing a student safe and friendly environment, where children and young people are safe, feel safe and can actively participate in decisions that affect their lives. We have a zero tolerance for child abuse or reportable conduct and are committed to acting in our student's best interests and keeping them safe from harm.

The School regards its student protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a student safe culture.

For further information or to request the full position description, please email hr@knox.vic.edu.au. Conditions, including salary, will be discussed at interview with shortlisted candidates. **Written applications close at 5:00pm on Monday 18 March** and will be reviewed on receipt.

Applicants are invited to submit their resume along with a cover letter outlining recent experience and skills particularly aligned to the position, by email to **Ms Jenny Lutz, Executive Assistant to the Principal** at hr@knox.vic.edu.au.