



Library Technician Role Description

About Arden Anglican School

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education. It seeks to attract, retain, and develop dedicated, highly effective, values-oriented staff for all positions. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and believe in each student's unique value. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School, and a culture of servant-minded leadership is fostered at all levels.

All staff must be committed to positive and caring relationships because they are important to successful student learning and the high level of family involvement that exists at Arden in all aspects of school life.

Our Vision and Mission

Vision

Arden strives to be an inspiring learning community that engages the mind, nurtures the spirit, and nourishes the body in a caring Christian environment.

Arden graduates are curious, courageous and compassionate men and women with an enduring passion for learning who transform the communities in which they live and work.

Mission

Centred on the Christian faith and finding joy in God, Arden provides an exceptional co-educational learning experience that nurtures the uniqueness of confident, capable global citizens.

Workplace Expectations

Professional Conduct

- ☐ Foster supportive positive professional relationships
- ☐ Demonstrate a sensitive and compassionate work ethic, underpinned by the Christian values of the School
- ☐ Demonstrate a duty of care to staff, students and visitors in relation to their physical and emotional wellbeing
- ☐ Undertake and comply with mandatory training and regulatory requirements as determined by the School
- ☐ Attend School meetings, as requested, including outside of usual work hours
- ☐ Participate in professional learning, as requested, including outside of usual work hours
- ☐ Any other duties and activities as required by the School Principal (or delegate)

Work Health & Safety (WHS)

- ☐ Participate in the development of a safe and healthy workplace
- ☐ Adhere to safe work procedures ensuring ongoing adherence to any instructions given for personal safety and health as well as that of others
- ☐ Remain familiar with emergency and evacuation procedures, including the location and use of emergency equipment (e.g. first aid kits, fire blankets)
- ☐ Report any injury, hazard or illness immediately in accordance with the School's policies and procedures

Child Safety

- ☐ Actively participate in the School's zero tolerance for child abuse and commitment to embedding Child Safety in approaches to daily work tasks and involvement in School approved activities
- ☐ Model a commitment to providing, so far as reasonably practicable, an environment in which students feel respected, valued and encouraged to reach their full potential
- ☐ Commit to understanding professional boundaries and the nuances of appropriate student and staff interactions in the workplace
- ☐ Demonstrate an understanding of the need to report suspected (observed or perceived) abuse, neglect, mistreatment and risk of harm

Privacy

- ☐ Commit to understanding the appropriate use, sharing, retention and destruction of personal information in the workplace
- ☐ Demonstrate an understanding of the need to report suspected (observed or perceived) data breach/es and misuse of personal information

Role classification

Staff are employed at a classification level and assigned to a role rather than appointed to a position. Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

The below is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. Any additional daily tasks are as advised by the Line Manager and are not identified in this Role Description.

The responsibilities, expectations and tasks relevant to this role may be varied at the Principal's discretion, to ensure the operational needs of the School are continually being met.

Professional Review

This Role Description in conjunction with any role specific task lists (if applicable) will be relied on as a framework for professional review.

Role	Library Technician
Campus	Secondary
Department	Library
Line Manager	Head of Information Services
Direct Reports	Nil
Industrial Instrument	Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025
FTE	0.4 2 days per week Term Time
Classification	Curriculum Resources Services Level 4
Role Profile	More than just helping to facilitate our student engagement in the services of the School's library, the Library Technician will play a key role in fostering a love of books and reading amongst our students, catering to their age, interests and abilities. Through their everyday interaction with staff and students, the Library Technician will also provide support to our teachers inside and outside of the classroom and create engaging displays to encourage students to try different genres, titles and mediums. The library Technician ensures the efficient and effective operations within the library, allowing the Head of Information Services to concentrate attention on library learning programs, curriculum support and literacy promotion.
Qualifications	☐ Library Technician qualification (required) ☐ Experience or qualifications as a Teachers Aide (preferred) ☐ Experience in a similar role / School environment (required) ☐ Experience with Oliver Library Software Management System (preferred)
Compliances	☐ Valid NSW Working with Children Check Certificate ☐ First Aid [HLTAID012] [HLTAID011] ☐ CPR [HLTAID009] ☐ OCG Child Safe eLearning – Keeping Children Safe (or equivalent) ☐ NCCD eLearning – Disability Standards for Education (or equivalent) ☐ WHS/Emergency Procedures eLearning (or equivalent)
Skills, Knowledge & Experience	Personal Attributes ☐ Warm, welcoming and professional manner ☐ Displays empathy, enthusiasm, commitment and is highly motivated to contribute to department improvements ☐ Possess a strong organisational and time effective work ethic ☐ Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships ☐ Excellent interpersonal skills and demonstrated ability to work both autonomously and collaboratively

Essential Skills

- Ability to use the library software management system
- Ability to keep the School's library collection current and relevant
- High level customer service skills and a willingness to help others
- High level ICT skills
- Team player who is keen to work with colleagues to best meet the learning and wellbeing needs of individual students
- Commitment to support the ethos of the School with a willingness to make a significant contribution to the life of the School

Role Function

The Library Technician, throughout their daily work practice, is expected to:

Professional Practice

- Cultivate a safety-positive workplace culture
- Demonstrate a commitment to the Child Safe Standards
- Foster supportive positive professional relationships

Daily Tasks

- Maintain the library collection including cataloguing, covering, repairs and ordering of new resources
- Maintain the School's Secondary campus library software management system
- Operate the library 'help desk' to provide welcoming customer-focused support, guidance, and referral
- Assist students and staff with selective, borrowing and returning library resources
- Guide Year 7 (primarily throughout Term 1) and new students to the library layout and borrowing processes, as needed
- Undertake yearly (or earlier if required) stocktake of library and department (as appropriate) resources to ensure the library's collection remains current and relevant
- Oversee overdue returns, including corresponding with parents and the School's accounts department with respect to replacement costs
- General library admin support, as required, including assistance with subject requests, maintaining stationary supplies, etc
- Assist with Library and whole school events, as required (e.g., book week)
- Maintain cleanliness of the library including reshelving books, resetting of furniture and general tidying
- Provide advice and recommendations based on student interest and staff needs
- Support students with printing and library specific ICT requirements
- Supervise students, as required, including recess, lunch, before and/or after usual student School hours

Expectations

- Participate in professional development, both internal and external to ensure your practice is continually growing and developing
- Demonstrate your support of and respect for the School's vision, values, goals, policies and procedures in all aspects of performing your role
- Contribute to the effective and efficient running of the department

- Demonstrate a positive and cohesive working relationships with staff (including volunteers) and students

Other duties and Responsibilities (as required)

- Attend School meetings, as requested, including outside of usual work hours
- Attend professional learning events, as requested, including outside of usual work hours
- Any other duties and activities as required by the School Principal (or as delegated)