

NAMBOUR CHRISTIAN COLLEGE

POSITION DESCRIPTION

Library Assistant

Position Purpose	In support of the mission and vision of NCC, the role of Library Assistant will assist in the provision of access to a wide range of resources to help students and teachers make effective use of those resources.
Qualifications	Cert III in Library Services, Education Support, or equivalent is desired, but not essential First Aid Certificate Paid Blue card – Commission for Children and Young People Staff are encouraged to hold a formal qualification and to advance their skills and knowledge base.
Accountability	Middle / Senior Library Coordinator, Head of Library, Head of Teaching and Learning and ultimately the Executive Principal
Key Relationships	Executive Principal, Head of Teaching and Learning, Secondary Teaching Staff, Head of Business Operations, Head of Library, Library staff, College Administration staff, students and parents

Personal Requirements

These are generally personal in nature and reflect the desired attributes of staff.

- Have a personal faith and commitment to Jesus Christ
- Demonstrate an ability to translate faith into practice
- Proactively contribute to the delivery of the Mission of NCC
- Demonstrate, establish and maintain appropriate professional boundaries with students.
- Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct
- Act with integrity, loyalty, honesty and accept authority
- Act with tolerance and compassion
- Demonstrate an ability to forgive and accept forgiveness
- Demonstrate an acceptance of other people
- Exhibit self-discipline
- Demonstrate a willingness to learn and engage in professional development

Professional Competencies

The following professional competencies are essential to this position.

- Possess strong organisational and time management skills, with the ability to prioritise tasks, meet deadlines pre-empt possible problems/difficulties and concurrently manage several competing tasks.
- Ability to work effectively in a team and collaborate with colleagues from different departments.
- Be efficient and accurate with data entry, record keeping and file management.
- Capability to adapt to changing situations and maintain composure in a dynamic environment.
- Able to communicate professionally with staff, parents and students in both written and oral form and make timely informed decisions based on the available information and considering the impact to

the organization.

- Thorough knowledge and competent skill level in Microsoft Office Suite, Concord Infiniti, and current NCC Library programs.
- Demonstrate a level of commitment to maintain personal professional knowledge and skills.
- Have a working knowledge of the College's Enterprise Agreement particularly as it relates to staffing/hours of work.
- To understand scope of role in relation to Pastoral Care Policy and Procedures.
- Demonstrate confidentiality and discretion in relation to sensitive information regarding students, parents and/or staff
- Be well-informed in relation to responsibilities under the Privacy Act
- Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004

Key Responsibilities

- Maintaining Library organization: ensure that library resources are organized and accessible to students and staff, including shelving books, maintaining cataloguing systems, circulation tasks, creating displays, and covering / cleaning / repairing books where necessary.
- Attending staff devotions and Library meetings where possible.
- Communicating effectively with staff, students and parents, treating all others with a high standard of respect.
- Providing research assistance.
- Promoting literacy.
- Assisting with Library events, programs and other special projects.
- Supervising Library spaces.
- Assisting with administrative tasks.

Remuneration In accordance with levels set out in the NCC Enterprise Agreement

Reference Documents

- NCC Child Protection Policy
- NCC Staff Code of Conduct
- NCC Enterprise Agreement
- NCC Staff Dress Code Policy
- NCC Workplace Health and Safety Policy

Hours of Work As per Employment Contract