



Position Description

Library Administrator

Roseville College is an established, respected independent day school for girls in Preparatory to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

Broad objective

The Roseville College Library is a dynamic K-12 space that is at the heart of the College. The College holds a strong culture of reading and high academic integrity, fostered by the library team.

The Library Administrator will work to support the Library services with creativity and efficiency by providing administrative support to the Teacher Librarians, led by the Head of Library and Learning Services. The Library Administrator performs a key role in maintaining and supporting the daily operations of the Roseville College Library which plays a crucial role in developing students who are equipped for lifelong learning. In addition to this, this role will provide support to Junior School reception staff.

The successful candidate will be a warm and positive presence for students, addressing questions and queries with compassion and care".

This is a temporary, term time only role (flexibility for additional work in holidays if desired) Hours consist of Thursday 10am-6pm and Friday 8am to 4pm.

Key relationships

- Students
- Staff

Reports to

Head of Library and Learning Services

Direct reports

Nil



Library Administrator

Key responsibilities

- Maintains a positive environment in the library which is respectful of all present and fosters student learning.
- Provides direct customer support to students and teaching staff in the delivery of library services and resources, including information services, readers' advisory services, reference services, technical support and promotional activities.
- Provides access to information resources through efficient and well-guided systems for organising, retrieving, and circulating resources that are consistent with current best practice.
- Provides technical administration and support for the library management system (Infiniti) and assists with photocopiers and printers where needed.
- Assist in the day to day maintenance of a functional and tidy library.
- Assist with the general operation of the library and supervise the library and small groups of students in the absence of the teacher librarians.
- Assist with the provision of Library Monitors' Program.
- Operating the day to day running of the circulation desk.
- Resource management, including the following activities:
 - Facilitate access to print and electronic resources to support learning and teaching.
 - Collection analysis and collection management to ensure the library collection meets the needs of the College community.
 - Day-to-day administration of the collection, including loans, returns, losses, overdue, shelving, cataloguing, book covering, resource repairs and stocktake.
 - Upgrade and maintain the Roseville College Library web presence.
 - Develop lists to support learning and teaching.
 - Ensure that the administration of the library is effective and efficient, and that systems, resources and equipment are maintained.

Child Safety

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Additional responsibilities

- Supervision of Library during school holiday periods if required and by prior negotiation.
- Reception covers as required during school holiday periods if required and by negotiation.
- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.

Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. All appointments at Roseville College are subject to Child Protection Legislation.

Roseville College 27 Bancroft Avenue Roseville NSW 2069 rosevillecollege.com



Library Administrator

Qualifications, skills and experience

- Experience in libraries and knowledge of library systems desirable.
- Knowledge of Literature: Children’s and Young Adult.
- Creative mind for displays and design.
- Highly organised with excellent attention to detail with the ability to identify priorities.
- Excellent communication skills (with staff, parents and students) with strong attention to detail and literacy.
- Ability to work in a team as well as being self-motivated and work autonomously.
- Excellent technology skills including MS Office.
- Excellent administration skills.
- Demonstrated integrity and commitment to a similar role.
- Actively support the Christian mission and values of the College.

Essential characteristics

- Actively supportive of the Christian mission and values of the College
- Exceptional interpersonal & communication skills to encourage students love of literature and learning
- Passionate about reading and literature
- Customer focused and results driven
- Collegial and collaborative
- Conflict resolution skills
- Emotional resilience
- Initiative
- Innovative
- Organised
- Approachable

Roseville College is a member of the Anglican Schools Corporation (ASC).