

Library Manager

Education Support Officer

Job Specification

Summary and Purpose of Position and its Responsibilities

The key purpose of the **Library Manager** is to manage, develop, promote and evaluate an effective learning resource and information service which supports learning and teaching in the school.

Role Accountability and Working Relationships

This position is accountable directly to the Deputy Principal.

This position will receive instruction from the Teacher (Library).

Terms and Conditions of Employment

- This is a Temporary Part-time Position, working 0.8 FTE over 44 weeks, 8.00am – 4.00pm.
- The level of remuneration is established in accordance with the current St Peter's Woodlands Enterprise Agreement 2026.
- This is a Level 3 Position.

Role Description

Library Support

- Organising and managing the library, ensuring its effective use by classes, groups and individuals.
- Select, acquire, prepare, maintain and update teacher and student resources and equipment.
- Create and implement a policy for the library alongside the Deputy Principal which incorporates the educational aims and objectives of the school, complies with data protection, copyright, health and safety legislation and the schools Positive Behaviour for Learning policy.
- Organise displays, programs and special events conducted by the library e.g. Premier's Reading Challenge, Scholastic Book Club, Book Week, Library Lover's Day, etc. through provision of administrative support to create a culture of reading at the school.
- Manage the circulation and operation of the Library Management System e.g. running reports, deleting items, stocktakes, copy catalogue processes, etc.
- Prepare library aides and displays, including the use of word processing, desktop publishing etc.
- Support students and staff in the selection and use of information resources to support their curricular and leisure needs including the effective use of digital tools associated with the library.
- Manage the library budget, in consultation with the Deputy Principal.
- Ensure equality of access for all students and staff to use the catalogue and/or locate books and resource materials.
- Promote reading and the enjoyment of reading in all its forms, including publicising the services provided by the library to the whole school community.
- Undertake general housekeeping and maintenance, e.g., book repairs, reshelving, etc.
- Supervise pupils using the library at lunchtimes and other times and maintaining a welcoming supportive atmosphere conducive to positive learning experiences.



- Engaging in opportunities to be an active participant in school library groups/organisations and professional development opportunities around current developments in information and library management, education and children's literature.
- Recruit and train pupil library assistants, supervising and training them and rewarding their achievements.
- Support and aid volunteers within the library, e.g. book covering.
- Providing a welcoming space for parents before and after school to access parent library/resources.

Other

- Assist with special projects in liaison with the Deputy Principal and Teacher (Library).
- Other duties in line with the School Librarian's skills and capabilities as required by the Principal or member of ELT.
- Comply with all SPW policies and procedures.

Person Specification

Essential Skills and Abilities

- Demonstrated experience working with a Library Management System eg. library processes such as copy cataloguing, weeding and stocktaking.
- Demonstrated attention to detail.
- Demonstrated time management skills.
- Demonstrated ability to use initiative where appropriate.
- Demonstrated ability to be flexible in the workplace.
- Demonstrated ability to provide quality customer service.
- Demonstrated ability to communicate positively and respectfully, both verbally and in writing, across a range of age groups.
- Demonstrated ability to form positive working relationships and interactions with others.
- Demonstrated basic level competency in the use of hardware including iPads, Google Chrome books, and other digital resources used to aid Teaching and Learning.
- Demonstrated basic level competency in Microsoft Office Suite, G Suite (Google).
- Demonstrated willingness to engage in professional development.

Essential Experience

- Have worked in a school/preschool environment.
- Demonstrated experience working with digital technologies.
- Demonstrated knowledge and passion for Children's Literature.

Essential Qualifications

- Certificate III or IV in Library and Information Services (desirable)
- Mandatory Notification Certificate or the willingness to undertake the same.
- Current Working with Children Check or the willingness to undertake the same.
- First Aid Certificate or the willingness to undertake the same.
- A willingness to contribute to the Christian ethos of the school.

Signed & Accepted by		Dated	
Employee Name			
Signed by Line Manager		Dated	
Line Manager Name			

