

POSITION DESCRIPTION

POSITION:	Library Assistant
KEY RELATIONSHIPS:	This position reports to the Head of Library. All positions at the School ultimately report to the Principal.
POSITION STATUS:	Part-time, ongoing role The hours of work will be worked over term-time weeks only (i.e. 39 weeks of each year).
PRIMARY FOCUS:	The Library Assistant is part of a team promoting a strong reading culture in the CGGS community, interacting with students of all ages to actively promote learning, literacy and recreational reading. The Library Assistant contributes to the daily operations of the CGGS Libraries, including assisting with the Library Management System, maintaining the library's extensive collections and website, and the curation of online resources to support learning. In addition, the Library Assistant creates visual displays, including digital content, supports the CGGS book clubs and programs to promote reading, literacy and life-long learning.
DOCUMENT DATE:	February 2024

CAMBERWELL GIRLS GRAMMAR SCHOOL – A Community Dedicated to Learning, Action and Service

Our Vision

A leader and innovator in education, dedicated to fostering a passion for learning and building a more just and sustainable world.

Our Mission

A Christian school in the Anglican tradition, inspiring students in their love of learning and nurturing compassionate leaders with global mindsets.

Our Values

We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

Our Key Areas of Focus

- Learning Designed for All
- Our Community
- Our Expert Workforce

Our Motto

'Utilis in Ministerium' (Useful in Service)

COMMITMENT TO CHILD SAFETY

Camberwell Girls Grammar School (CGGS) is a child safe organisation which welcomes all children, young people, their families and their participation. We are committed to providing culturally inclusive environments where all our students are safe and feel safe and have confidence their voice is heard. We promote positive interactions between students and adults, and between students and their peers based on mutual trust and respect.

Child safety is a shared responsibility. Everyone engaged or employed by CGGS has a role to play in promoting child safety. All are aware of their responsibility to promptly raise issues or concerns about a child's safety or wellbeing. We have zero tolerance for child abuse and we take proactive steps to identify children who may be at risk or experiencing vulnerability to mitigate harm or distress.

Particular attention is given to the safety needs of Aboriginal or Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with disabilities, international students, those unable to live at home and children and young people who identify as LGBTQIA+.

Senior School / Administration

2 Torrington Street
Canterbury VIC 3126
T +61 3 9813 1166

Junior School / Ormiston

4 Mont Albert Road
Canterbury VIC 3126
T +61 3 9813 1965

camgram@cggs.vic.edu.au
cggs.vic.edu.au

ABN 79 004 166 349 CRICOS 00141J

We regularly seek input from students, parents, carers, staff and volunteers in our child safe practices and communicate our policies and ongoing strategies following each systematic review

STAFF OBLIGATION TO CHILD SAFETY

All staff at Camberwell Girls Grammar School (CGGS) take an active role, and are well informed of their obligations, in relation to Child Safety Ministerial Order No 1359 – “Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises”. The CGGS Child Safety Commitment is incorporated into the school’s employment cycle from recruitment and reference checking to induction, probationary and 12 monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety and Wellbeing Policy, Community Code of Conduct (includes Child Safety), Child Safety Mandatory Response and Reporting Policy being read, understood and adhered to.

CHILD SAFETY EXPECTATIONS FOR STAFF

All staff at CGGS must ensure that their students have a child safe learning environment at all times. Every interaction that a staff member has with a student must be conducted with child safe standards in mind and with an understanding of the CGGS child safe policies and procedures. This relates to all student interactions onsite, offsite or online, and in all programs including excursions, events, camps and parent involvement activities.

THE ROLE

The Library Assistant is responsible for maintaining the Library Management System and curating the Library website to encourage wide reading, and support engagement in literary competitions and programs. The Library Assistant promotes the book and online collections and book clubs by creating visual displays, using digital technology for enhancement. The Library Assistant encourages reading through their own reading and knowledge of Young Adult Literature and Classics.

KEY INTERNAL CONNECTIONS

Reporting directly to

- Head of Library

Associated Relationships

- Principal
- Library Staff
- Professional Services Team
- School Management Team
- Junior and Senior School Teaching Staff

KEY DUTIES & RESPONSIBILITIES

1. Library Administration

- Manage all circulation duties of the Libraries including use of the Library Management System and shelving
- Assist with maintaining the Library space
- Maintain the Library websites and online resources
- Provide photocopying and print support for teachers and students, including laminating and binding
- Assist with cataloguing and processing of new resources
- General administration duties

2. Reading and Research Promotion

- Develop creative artwork and displays for promotion of various Library collections and online resources
- Assist the Head of Library and the Library Technician with resources for
 - Book club programs
 - BookWeek and the House Readers Cup
 - Literature Tour and new initiatives
- Assist with research curation for myCGGS platform

3. Literature Knowledge & Engagement

- Investigate relevant reading materials and provide support for students ranging from EL3 to Year 12 and staff
- Positively engage with students to encourage reading and involvement in Library activities
- Share and discuss current reading with other Library Team members

4. Other duties as appropriate to the position

- There may be occasions where the Library Assistant will be required to complete tasks in addition to those listed above. This will require flexibility of hours to accommodate working across both School campuses and evening events.
- Attend staff meetings as scheduled each term
- Participate annually in the School review process in order to continuously improve knowledge and practice
- All other duties and responsibilities as set out in the CGGS Staff Handbook

5. Health & Safety

All staff are expected to:

- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Monitor and take full care of the health and safety of others within area of responsibility
- Participate when required in the resolution of safety issues

KEY PERSONAL ATTRIBUTES

- High level oral and written communication and interpersonal skills
- Strong computer skills with experience using Microsoft Office, including email, word processing and spreadsheets
- Able to interact proactively with staff at all levels including management
- Conceptual, analytical and problem-solving skills
- Well-developed organisational and administrative skills, including strong attention to detail, demonstrated ability to set priorities and meet deadlines
- Demonstrated effectiveness in contributing to a small team, including the ability to review and improve workplace practices
- Proactive and able to initiate action and influence events
- Adaptable and receptive to new ideas

QUALIFICATIONS

Essential Criteria:

Previous experience in a library and or educational environment
First Aid qualification (Level 2) and current CPR qualification
Anaphylaxis Awareness qualification in line with Ministerial Order No. 706
Current Working with Children Check
Current National Criminal History Police Check

Desirable Criteria:

Experience with Library Management Systems
Further training or qualifications in Literature and/or Library Service

Senior School / Administration

2 Torrington Street
Canterbury VIC 3126
T +61 3 9813 1166

Junior School / Ormiston

4 Mont Albert Road
Canterbury VIC 3126
T +61 3 9813 1965

camgram@cggs.vic.edu.au
cggs.vic.edu.au

ABN 79 004 166 349 CRICOS 00141J



PROFESSIONAL EXPECTATIONS

- Demonstrate commitment to Ministerial Order No. 1359 – Implementing the Child Safe Standards, and CGGS Code of Conduct
- Be responsive and maintain respectful communications and collaborative relationships with the CGGS community
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings
- Meet expectations as set out in the CGGS Staff Handbook
- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Participate in OHS training as required

WHY WORK AT CAMBERWELL GIRLS GRAMMAR SCHOOL?

Camberwell Girls offers opportunities for every student to be the creator of high-quality work, in an environment focused firmly on the future. Through academic excellence, we pride ourselves on being innovative as well as providing the following benefits to all staff:

- Staff wellbeing focus and fun social activities
- Salaries and packages above Award-level
- Active Professional Learning & Development programs
- Paid Discretionary Leave
- Additional paid Personal/carer's Leave
- Employee Assistance Program available for all staff and their immediate household members

N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.