

LIBRARY ASSISTANT

Position Description and Duty Statement

Remuneration Scale	Entitlements under the VCMEA 2018 Level 2 Category B
Full Time Equivalent	Part Time 0.40 – 15.2 hours per week
Reports to	Library Services Manager

Overview

All staff members of Clonard College are expected to uphold the Kildare Education Ministries Core Values, apply them to their work and ensure their priorities focus on quality teaching and learning, student and staff wellbeing and the careful stewarding of physical and financial resources.

Administration services staff are the public face of the College. Each day every member of the team is called to exemplify the values of hospitality, service, compassion and justice in their interactions with students, staff, families and the general public.

Our College motto *“Strength and Kindliness”* comes to life in each staff member as they demonstrate the strength to do their job well and the kindness to undertake it with compassion.

Primary Objective of the Role

The Library Assistant is responsible for supporting the Library Services Manager in realising the Brigidine Centre Vision Statement. The Library Assistant supports the day-to-day operation of the library to ensure that it is a central and vibrant focal point of the College to advance the learning and teaching experience of students and teachers. The Library Assistant helps to ensure that learning spaces foster positive learning partnerships and are in keeping with the Brigidine Centre’s protocols for use

Major Areas of Responsibility

- undertakes the day to day operations of the library
- provides support to teaching and learning
- maintains circulations system

Statement of Duties

The following duties are aligned to the major areas of responsibility of the Library Assistant.

Day-to-day Library Operations

- undertake basic library transactions including processing loans, returns, book holds and Oliver reservations, cataloguing and accessioning resources, stocktaking, shelve books maintaining order of books within their collection, using circulation systems and related clerical tasks.
- assist with End processing
- contribute to and create displays in the library and for special events, such as Book Week
- promote the library as an engaging, purposeful, innovative and welcoming environment for students and staff
- assist students including students with particular needs, and teachers to use the catalogue, locate resources and use the library's web page and data bases
- explain the function and use of the library and library equipment to students and teachers
- search for and identify complex bibliographical material
- answer ready reference inquiries
- contribute to library reviews in Oliver
- demonstrate and explain the routine operation of audio visual, computer and other equipment available in the library
- actively assist the supervision of students where discretion and judgement is involved, including ensuring attendance is managed appropriately
- ensure the implementation of direction from the Head of Library Services on the management of library resources
- exercise judgement and discretion in providing technical assistance in the operation of the library including review Pledger weblinks and report anomalies to LSM

Support Teaching and Learning

- support the school's teaching and learning by ensuring that teachers and students when using the library will find;
 - access to relevant and purposeful resources to support student achievement
 - support to enable them to be effective digital citizens
 - support to use information in a critical, ethical and reflective manner
 - help to expand communication skills and develop literacy (including digital)
 - staff who exhibit cultural sensitivity to the digital environment and learning resources
 - opportunities to utilise learning spaces outside of school hours
 - support to enhance pedagogy to cater for individual difference
- promote safe and responsible digital citizenship
- support individual students or small groups of students with strategies for accessing resources for their learning
- ensure the physical space of the library is commensurate to the needs of the contemporary learners, emphasising the importance of independent and collaborative learning spaces
- embrace Clonard's Positive Education programme
- exercise discretion and judgement in assisting students and staff to access information and to use equipment in the library

Maintain Circulation Systems

- Following guidelines in the Library Procedure Manual and under direction of Library Services Manager;
 - keep Library Management System's circulation data up-to-date – includes borrower records, lending rules, due dates and closed dates
 - maintain overdue items, including following up with students and teachers as required

Other

- The Library Assistant will undertake professional development (PD) and training, in order to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role, including PD provided by SLAV and Oliver
- Attend Brigidine Centre and library team meetings, ensuring respectful communications
- Participate in whole school activities (e.g. swimming/athletics carnivals, Brigidine Day)
- Any other duties as directed by the Principal

Qualities and Capabilities

The effective performance of the Library Assistant will be due to their demonstration of a comprehensive range of the following:

Attributes & Dispositions

- respect for the core values of Kildare Education Ministries as lived at Clonard College
- commitment to Clonard Vision
- loyalty, trustworthiness, dependability and reliability
- generates ideas and is committed to continuous improvement and system efficiencies
- proven ability to provide clear and effective communication in a variety of formats to various audiences
- openness to learning in all situations
- collaborative and flexible participation in professional settings
- compassion, objectivity and clarity when handling difficult situations
- confidentiality and discretion when handling sensitive information
- perseverance and patience in complex and stressful situations
- understanding the need for mutual accountability
- confidence, skill and enthusiasm

Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission
- Demonstrate a commitment to instil in students a respect for each other in accordance with the teaching of Jesus Christ
- Demonstrate a commitment to personal witness as a member of a faith community

Commitment to Child Safety

The Library Assistant will:

- have a demonstrated understanding of child safety
- have a demonstrated understanding of appropriate behaviours when engaging with children
- be familiar with legal obligations relating to child safety (e.g. mandatory reporting)
- be a suitable person to engage in child-connected work

Knowledge & Understandings

- Comprehensive understanding of the College's and Library's policies and procedures
- Knowledge of DDC, SCIS Subject Headings, and SCIS Web standards
- Comprehensive understanding of the operation of the Library Management System
- Understanding of safe and responsible digital citizenship
- Awareness of trends in school libraries (children's and young adult literature, ICT and information literacy)
- Knowledge of the appropriate avenues and resources for seeking support and clarification, including when handling sensitive situations and information
- First aid competence demonstrating the skills and knowledge required to provide first response
- Demonstrated experience in using ICT to support staff and students within Library Services area

Skills & Capabilities

Excellent administrative skills demonstrating:

- Ability to work as both independently and as part of a team
- Excellent oral and written communication skills, including ability to communicate with students, parents and the school community
- the capacity to multi-task and pay close attention to detail in a timely and responsive manner
- the capacity to negotiate
- robust organizational skills, a keen eye for detail and the capacity to carry out tasks efficiently and accurately
- good time management skills with the ability to demonstrate initiative
- the ability to locate information quickly and accurately
- Ability to demonstrate an understanding of appropriate behaviours when engaging with children
- Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions
- Self-motivation
- Ability and willingness to accept policy directives

Excellent capabilities in the use of information and communication technologies i.e.:

- Microsoft Office suite
- SIMON
- Softlink Oliver library management system
- Library website Libguides and Libwizard
- Databases management
- Online and mobile applications

The ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role.

Sufficient level of physical fitness and manual dexterity to handle books and to push book trolleys.

Risk and Occupational Health and Safety

The Library Assistant will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (Risks arising in the workplace may be financial, site, task or person specific or related to safety.)
- promote and implement occupational health and safety and risk mitigation processes within the College

Key Communications

Internal

Library Technician
Library Services Manager
Staff
Students
Business Manager

Committees

Library team

External

Parents
Visitors to College
Booksellers

Background & Qualifications

- Demonstrated success as a Library Assistant
- Experience in an educational setting (desirable)
- Professional qualifications (desirable)
- First Aid

Other Requirements

- Valid Working with Children Check Card (WWCC)
- National Police Record Check
- Comply with the Clonard College Child Safety Code of Conduct

Authorised by: LIBRARY SERVICES MANAGER AND BUSINESS MANAGER

Date: MAY 2022

Revised: