



POSITION DESCRIPTION LIBRARY ASSISTANT

CONTEXT

Padua College provides a contemporary Catholic secondary co-education for young people within the regions of the Mornington Peninsula and Western Port Bay. Our College was founded by the Sisters of Mercy and is named after St Anthony of Padua. In partnership with our students, staff, parents, parishes and the wider community, Padua College gives witness to the Christian faith in our Catholic tradition. We aim to be a positive, creative, hope-filled learning community where Catholic values and spirit are shared and the sacred dignity of each person is nurtured.

The **North Star** is our guiding direction. It encompasses our “why” at Padua College as we align our vision and action. It inspires, challenges, and provides direction.

We want every person to:

- recognise and utilise their God-given talents;
- be the best they can be; and
- make a positive impact on their world.

Our Core Values:

- a) We welcome and affirm
- b) We inspire growth of the whole person
- c) We create a love of learning
- d) We build positive relationships
- e) We embrace diversity
- f) We show compassion for those in need
- g) We reconcile and forgive
- h) We work for a just and peaceful world

OVERVIEW OF THE ROLE

The Library Assistant is responsible for the smooth day to day running of the library. This involves maintaining bookings and general liaison, and being responsible for the physical environment of the library. The Library Assistant also has an administrative role and will be responsible for circulation and supervision duties, stock maintenance, and overdue items.

MAJOR AREAS OF RESPONSIBILITY

The responsibilities of the Library Assistant include but are not limited to:

- i. responsibility for the physical environment of the library;
- ii. to perform general Library duties, including administration, circulation desk and supervision duties;
- iii. Child Safety and Health and Safety within the Library;
- iv. performing other duties and implementing decisions as requested by the Principal or the College Improvement Team.

STATEMENT OF DUTIES

The following duties are aligned to the Library Assistant's major areas of responsibility:

i. Physical environment of the library	The Library Assistant will have responsibility for the physical environment of the library including, but not limited to: • Shelving; shelf reading and cleaning; • Creating displays for Library events, promotions, and themes; • Maintenance and watering of plants; • Opening and closing of Library as required; • Assisting in general cleaning of assigned areas; • Order cleaning supplies from Maintenance staff; • Liaise with Library staff and Maintenance staff regarding repair and replacement of equipment; and • Other duties as determined by the Director of Library.
ii. General Library Duties	The Library Assistant will perform general library duties including, but not limited to: • Collection and storage of Newspapers; • Circulation Desk duty; • General supervision of students and class passes; • Assisting with general inquiries from students and staff; • Maintaining the overdue system; • Assisting with photocopying, scanning, and printing; • Physical processing of resources – barcoding, stamping, spine labelling and covering; • Repair and recover all library materials as needed; • Assisting with inter-campus loans; • Daily collection and delivery of mail, parcels, and supplies, including to and from pigeonholes; • Maintenance and ordering of stationery supplies; • Filing; and • Other duties as requested by the Director of Library.
iii. Child Safety	All library staff including the Library Assistant will have responsibility for child safety in the library including, but not limited to: • Where students are under their care, taking all practicable measures to protect students where a risk to their safety has been identified; • Understand and follow Health and Safety guidelines and regulations as they apply to students and staff in the College; • Maintaining currency of OHS Modules, First Aid and CPR qualifications.
iv. Expectations	The Library Assistant is expected to: • be familiar with and comply with Padua College's Child-Safety and Wellbeing Policy and Code of Conduct, and any other policies or procedures relating to child safety; • be familiar with and comply with legislated Occupational Health and Safety practices and participate in consultative processes to ensure workplace safety for staff and students; • maintain currency of all relevant legislated and required College Occupational Health and Safety modules, and all First Aid and CPR Qualifications; • undertake regular professional learning to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role; • attend College and Campus Staff Meetings as requested by the Principal or his/her nominee; and • perform any other day to day duties as requested by the Principal or his/her nominee.

KEY ORGANISATIONAL RELATIONSHIPS

INTERNAL	EXTERNAL	COMMITTEES
Principal College Improvement Team Director of Library Learning Leaders Teaching Staff Education Support Employees Students		

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee. Any significant additions to the responsibilities may be requested by the Principal (or nominee) through consultation and mutual agreement with the appointee.

CHILD SAFETY

Padua College is committed to the safety, wellbeing, and inclusion of all our students. The school has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. Particular attention is paid to the most vulnerable children (Aboriginal and Torres Strait Islander, culturally and/or linguistically diverse backgrounds and children with a disability). In this context, Padua College implements a regular and comprehensive Child Safety and Protection program across the entire Padua College community.

All staff at Padua College take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 1359 "Implementing The Child Safe Standards – Managing The Risk Of Child Abuse In Schools And School Boarding Premises ". Employment at Padua College is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Protection – Reporting Obligations Policy, being read, understood, and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

KEY SELECTION CRITERIA

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

Attributes & Dispositions

- commitment to the Mission, Vision, and Catholic identity of Padua College
- passion for student education
- optimism, confidence, and enthusiasm managing students
- Confident, articulate and engaging with a personal warmth that engenders mutual respect with students, staff, and parents
- Flexible and responsive to the needs of the school community and driven to achieve the best outcomes for the school
- Highly motivated individual with a strong 'can do' attitude
- Ability to work collaboratively and respectfully as part of a team
- Ability to assess and self-regulate one's own responses within a professional environment
- Ability to actively listen when others are communicating
- Deep interest in and passion for one's field of expertise
- Demonstrated commitment to professional development

- Ability to embrace and contribute to new approaches when dealing with changes in workplace conditions
- Willingness to build trust through managing and delivering on expectations
- Ability to respond flexibly to the dynamic nature of the School environment
- Ability to meet deadlines and to be highly organised
- Ability to demonstrate a solution-oriented approach to problem solving
- Ability to demonstrate a growth mindset for self and others
- Ability to demonstrate proactive and responsive decision making
- Commitment to discretion, confidentiality, and integrity

Skills & Capabilities

- An appreciation of the changing role of the Library in the education sector and the capacity to adapt accordingly
- Demonstrated ability to adapt to changing circumstances
- Demonstrated effective interpersonal skills
- Able to communicate with a range of stakeholders
- Excellent attention to detail and able to demonstrate sound analytical skills
- Be familiar with the use of SIMON and Synergetic as a whole-school database
- Be highly organised.
- Strong IT skills, including maintenance of a variety of online systems
- The ability to work flexibly as part of a team
- Strong written, verbal visual and non-verbal communication skills
- Ability to work on own initiative
- Excellent organisational skills
- Excellent oral communication skills, especially in relation to staff, students, and parents
- Enthusiastic, energetic, flexible with a pro-active attitude
- Positive approach to change and development

TENURE, CONDITIONS AND REQUIREMENTS

CLASSIFICATION:	1.00 FTE Level 2 ESE Category B
TENURE	Ongoing
APPRAISALS	Annual Review Meeting
ENTITLEMENTS	Entitlements under the <i>Catholic Schools Multi Enterprise Agreement 2022</i> (or its successors)
REQUIREMENTS	Criminal Record Check Valid Working with Children Card Completion of Complispace OHS and Child Safety onboarding

Authorised by: _____

Date: _____

Signed by: _____

Date: _____

Name: _____

Date of Document: January 2025

Date for Review: January 2028