



Library Technician

About the College

Parade College is a member of the national body of Catholic schools known as Edmund Rice Education Australia (EREA). The College aims to help young people grow into well-rounded individuals who will make a meaningful contribution to society. In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all their endeavours. As a long-standing Catholic school in the Edmund Rice tradition, Parade College strives to be a learning community that offers best practice education and pastoral care to its students to foster fullness of life and holistic growth for all.

The College aims to help young people grow into well rounded individuals who will make a meaningful contribution to society. In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all endeavours. Our young people are challenged to achieve as highly as possible in their academic studies as they discern the appropriate pathway to their future ambitions.

The professional environment for staff at Parade College emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and the College community.

Applications are invited for a customer focused **Library Technician**, wanting to become part of our dynamic library team at the College.

The Position

The Nash Learning Centre offers Parade students the opportunity to learn within a number of innovative learning environments. These flexible, dynamic, technology-rich spaces create situations where deep learning can occur in an engaging and inclusive atmosphere. Designed to be multidisciplinary and communal, all furniture can be configured in a number of ways for specific learning experiences, providing opportunities for staff and students to work together in new ways.

The Nash Learning Centre (NLC) offers; individual places to study, think, and read, group learning spaces, collaboration incubators, presentation and display spaces, project and wet areas, specialised focus laboratories, outdoor making and learning, breakout spaces, as well as places for teacher meetings and resource supply.

The Library Technician is responsible for the smooth day to day running of the learning centre. This involves maintaining bookings, general liaison, and being responsible for the physical environment of the library. The Library Technician also has an administrative and technical role; day to day coordination of print requests and printer maintenance through the dedicated print room, accessioning and creating data for items such as audio-visual materials, books, journals, and have responsibility for circulation duties, stock maintenance, and overdue items.

The Library Technician is responsible for the following duties (but not limited to):

- Print room duties in collaboration with staff and library technicians
- Circulation desk duties during the day for returns, borrowing and enquiries
- General supervision of students, and maintenance of behaviour within the Learning Centres
- Obtaining information requested by staff and students
- Facilitating staff and students' ability to use the Learning Centre Management System, the Learning Centre Homepage and relevant digital resources
- Maintaining a high level of knowledge of current fiction
- Fostering a love of reading

- Learning Centre Oliver System coordination (including overviews and cataloguing)
- Online learning design for LearnPath and other digital resources
- Facilitating maintenance of A/V equipment
- Statistics recording and reporting, including A/V resources.

This is fixed term position available for immediate start or by negotiation for the remainder of the 2025 and the 2026 academic year. Full-time and part-time applications will be considered. This position attracts all school holidays entitlements as provided in the CEMEA 2022.

As a suitable candidate, you will preferably have:

- Previous experience working as a Library Technician preferably in a school setting.
- The ability to work collaboratively and energetically within a dynamic organisation.
- You are known for being proactive, demonstrating initiative and a willingness to accept responsibility.
- Undergraduate qualifications in library/information studies or be working towards this qualification.
- Experience in the Oliver Library Management System.
- Experience in cataloguing or A/V equipment maintenance.
- Current Working with Children Check, or willingness to obtain.

In continuing to build our community we seek like minded individuals with an optimistic outlook, with a high level of personal drive and integrity.

Working at Parade College:

- Working within and around outstanding, grounds and facilities;
- Working with a collegial staff group;
- Onsite allocated car park space;
- Pay and conditions set by a state-wide enterprise agreement, and
- The satisfaction of contributing to the educational development and safety of our young people.

Application Requirements

In preparing an application, please read the advertisement and position description carefully to ensure that you can demonstrate your ability to meet the position requirements and have a good understanding of the role.

Applications must include:

- a **covering letter** addressing the **Key Selection Criteria** including your skills, qualifications and experience relevant to the role; together with
- a current **Curriculum Vitae**.

Applications close at 4pm, Monday 29 September. *Applications will be considered as received and interviews may be held during the application period.*

Parade College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work.

This community is committed to the safety, wellbeing and protection of all children in our care.

Parade College is an Equal Opportunity Employer.



PARADE COLLEGE

POSITION DESCRIPTION

Position Title	Library Technician
Reports To	Principal, Learning Centre Leader (Head of Library)

PRIMARY PURPOSE OF POSITION

The Nash Learning Centre offers Parade students the opportunity to learn within a number of innovative learning environments. These flexible, dynamic, technology-rich spaces create situations where deep learning can occur in an engaging and inclusive atmosphere. Designed to be multidisciplinary and communal, all furniture can be configured in a number of ways for specific learning experiences, providing opportunities for staff and students to work together in new ways.

With learning spaces named after inspirational Australians, the Nash Learning Centre (NLC) offers; individual places to study, think, and read, group learning spaces, collaboration incubators, presentation and display spaces, project and wet areas, specialised focus laboratories, outdoor making and learning, breakout spaces, as well as places for teacher meetings and resource supply.

STATEMENT OF DUTIES

Circulation Desk Duties	<ul style="list-style-type: none"> • Circulation desk duties during the day for returns, borrowing and enquiries. • Advising users about the resources. • Assisting with reference enquiries. • Adding new resources to network.
Supervision	<ul style="list-style-type: none"> • General supervision of students, and maintenance of behaviour within the Learning Centres. • Support Parade's Pastoral Care Policies. • Support Homework Club supervision.
Readers and Reference	<ul style="list-style-type: none"> • Obtain information requested by staff and students. • Facilitate staff and students' ability to use the Learning Centre Management System, the Learning Centre Homepage and relevant digital resources. • Assist with reference queries. • Maintain a high level of knowledge of current fiction. • Maintain a high level of knowledge of high interest reading material for the Parade Community. • Advise users on the collection, including new and incoming resources. • Foster a love of reading and engagement in the Parade Reading Challenge.
Digital Administration	<ul style="list-style-type: none"> • Learning Centre Oliver System coordination (such as with overviews and cataloguing). • Statistics recording and reporting, including A/V resources. • Online learning design for LearnPath and other digital resources. • Assisting within the Print Room with College printing requests.
Cataloguing, Processing and Repair	<ul style="list-style-type: none"> • Original cataloguing of Learning Centre materials. • Search databases for cataloguing records. • Check materials for duplication and maintaining data input consistency. • Partake in stocktaking and weeding. • Shelve or store resources. • Facilitating the maintenance of A/V equipment.

Learning centre Workflows	<ul style="list-style-type: none"> • Attends the NLC regularly and follows a work schedule to keep up with the demands of the worksite. • Facilitates with NLC Manager-Programs to develop, implement and maintain NLC themes and events that occur in the school's calendar and curriculum. • Prepare and collect equipment for teachers' use. • Assists teachers in selecting appropriate items for use in curriculum. • Assists librarian in maintaining equipment in support of teaching methods.
Organisational Tasks	<ul style="list-style-type: none"> • Attend and participate in College meetings • Undertake relevant and regular Professional Development • Engage with professional readings/webinars etc. • Other duties as specified and directed by the Principal and/or Learning Centre Leader (Head of Library), compatible with Learning Centre Procedures and as per Learning Centre/College needs.

KEY PERFORMANCE INDICATORS	
	<ul style="list-style-type: none"> • Student and staff satisfaction with service offered • Equipment regularly checked and misuse followed up • Satisfaction of Line Manager with work • Satisfaction of users with facilities and equipment within the NLC • Good working relationships with staff and students • Awareness of and implementation of College policies

POSITION REQUIREMENTS	
Qualities	<ul style="list-style-type: none"> • Friendly and warm disposition. • Welcoming and helpful personality. • Ability to communicate with enthusiasm and warmth with all sectors of the College community. • Enthusiasm for, and support of, boys' education and the Old Paradians network. • Loyalty to the College and its staff. • Ability to work flexible times across a two campus environment. • Commitment to maintaining strict confidentiality. • Ability to demonstrate initiative, imagination and flair.
Child Safety	<ul style="list-style-type: none"> • Be a suitable person to engage in child-connected work. • Be experienced in working with children. • A demonstrated understanding of child safety. • A demonstrated understanding of appropriate behaviours when engaging with children. • A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards. • A working familiarity with Child Safe requirements and expectations of MACS PROTECT, VIT, EREA and VRQA. • A demonstrated understanding of and commitment to Child Safety. protocols, codes of conduct and to ensuring Parade College is a Child Safe School.
Selection Criteria	<p>Applicants should be able to demonstrate:</p> <ol style="list-style-type: none"> 1. Support and participation in the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation. 2. Ability to demonstrate innovation and creativity, with the proven capacity for independent idea development and problem solving skills. 3. Ability to work effectively independently and in a team, demonstrating adaptability and strong organisation skills. 4. Demonstrated capacity to communicate effectively and appropriately through a variety of mediums, with members of the school community including students, College leadership, and teaching and support staff.

	<p>5. Demonstrated proficiency in the use of office systems, software or technical equipment as relevant to the position, with a demonstrated interest in current and emerging technologies for their use in education.</p> <p>6. Capacity to work cooperatively with, and support, a range of people including teachers, education support, students and parents.</p>
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TERMS AND CONDITIONS	
	<ul style="list-style-type: none"> • Terms and conditions will be as outlined in the <i>Catholic Education Multi Enterprise Agreement 2022</i> for Education Support Employees. This position will be remunerated at Education Support Level 2. Salary is set out in the Agreement according to position responsibilities, years of experience and qualifications. • This position is full-time position. • The position is subject to the College Review process. • The position reports to the Learning Centre Leader. • The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting. • All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act. • Parade College is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening, and adhere to the School's Child Protection Policies.