



MELBOURNE  
GRAMMAR SCHOOL  
AN ANGLICAN SCHOOL

# Job Description

## Position

Library Technician

## Reporting to

Director of Library Services

## Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It aims to develop fully within its students the 'whole person': intellectually, physically, emotionally, psychologically, socially and spiritually.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield, and is coeducational with 650 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,150 boys - day students and boarders.

The Library Services for Melbourne Grammar School are centralised in the Nigel Peck Centre for Learning and Leadership, with overall responsibility across the three campuses of Grimwade House, Wadhurst and Senior School held by the Director of Library Services. Library Services provides for the needs of over 1800 students and 350 staff. Library Services sits at the forefront of new learning technologies within the School and thus provides leadership in the development, maintenance and retrieval of information and resources to support the curriculum.

## Purpose of the Role

The primary role of this position is to assist in the delivery of library and information services to the staff and students of Melbourne Grammar School. It is expected that the Library Technician works collaboratively with the Director of Library Services to achieve the overall aims and objectives of Library Services for the School

The normal hours for this position are 8:00am to 4:00pm with a 5:00pm finish on one day. The Library is located at our Senior School campus in South Yarra.

## Key Internal Contacts

Director of Library Services	Director of Information Technology
Teaching Staff	Students

## Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

- Undertake rostered duties at the Loans Desk.
- Assist staff and students with class bookings.
- Copy cataloguing new books from the Schools Catalogue Information Service (SCIS), original cataloguing and classifying items, as required.
- Plan and prepare physical and electronic displays to promote new resources and upcoming events.
- Serials management.
- Coordinate stationery supplies for the Library and teaching staff.
- Complete end processing of resources including covering.
- Assist with collection management, including issuing overdue notices, billing and stocktaking of resources.
- Learn and assist in the implementation of new technologies and the provision of online resources.
- Shelving, as required.
- Participate in Professional Development, as appropriate.
- Assist with overall student management in the Library.
- Other duties, as appropriate to the position and as directed by the Director of Library Services.

## Knowledge, Skills and Qualifications

- Experience and expertise in cataloguing in an automated environment, specifically with the OLIVER system.
- Demonstrated well developed skills in information technology.
- Demonstrated ability to work productively within a team.
- Sound communication skills, both written and verbal.
- Experience in a School environment would be considered an advantage.
- Must hold, or be willing to obtain, an Employee Working with Children Check.



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# Job Description

## Commitment to Child Safety

Melbourne Grammar School is committed to promoting and protecting the safety and wellbeing of all children and students within the School Environment. The School has no tolerance for child abuse and harm to children and students and takes proactive steps to identify and manage the risks of harm to students.

Particular attention is given to the child safety needs of Aboriginal and Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with a disability, those unable to live at home, international students, and children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+).

Melbourne Grammar adheres to robust human resources practices, in the recruitment, selection and screening of candidates, to ensure that individuals working with children are suitable. The school aims to identify and recruit the best and most suitable candidates who share the School's values and commitment to protect children and students.

All staff are responsible for understanding and applying Melbourne Grammar School's Child Safety policies and procedures, upholding the overarching principles and values set out by the School and take all reasonable steps to promote and protect the safety of children and students.

All teaching staff are required to have a valid Victorian Institute of Teaching registration, or where appropriate, permission of the Institute to teach.

## Risk Management, Occupational Health and Safety

Melbourne Grammar School is committed to providing a safe work and learning environment that supports the health, safety and wellbeing of students, staff, contractors, volunteers and our community.

Staff have a responsibility to:

- Familiarise and adhere to the School's practices and procedures in accordance with Melbourne Grammar's OH&S Policy and Risk Management procedures
- Co-operate with the School's efforts to comply with its legal obligations under Victorian OH&S legislation.
- Perform duties in a safe manner without risk to health and safety, adhering to the School's system for reporting OH&S incidents and hazards. Take reasonable care for the health and safety of self and others, including those under your supervision

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent depending on the operational needs and requirements of the School.