



Position Information Document

Education Support Officer

Library Assistant

Position Details

Role Title:	Library Assistant
Directly Responsible to:	Leader of Resources and Literacies for day-to-day operations, Business Director for overall operations, and ultimately responsible to the Principal
Classification Level:	Grade 3, Subclassification: Resources Refer to SA Catholic Schools Enterprise Agreement 2020, Appendix E: Classification – Education Support Officers.
Weeks per year:	41 weeks
Hours Worked per week:	35 hours
Tenure:	Replacement 20 July 2026 – 25 September 2026
Conditions of Employment:	All employment conditions are governed by the SA Catholic Schools Enterprise Agreement 2020 as amended or replaced (" Enterprise Agreement ")

Role Context

The Library Assistant working under the direction of the Leader of Resources and Literacies will provide service in the effective and efficient management of the college library. They will assist with the implementation of effective library and information systems and programs that contribute to the development of lifelong learning. They will provide library and research services for staff and students and maintain the library's collections and resources.

Role-Related Responsibilities

Daily operation of the Monica Farrelly Atruim (MFA)

- Be responsible for daily operation of the library function or a specific section of the library function.
- Prepare and display promotional materials, special events and activities to support student learning and reading.
- Catalogue library resources, including print and electronic reference resources, fiction, teacher reference resources and periodicals.
- Catalogue new print resources as well as prepare resources to shelf-ready stage, including processing, mending/repairing items.
- Re shelf books, or store library resources, maintaining order and tidiness.
- Continue to provide maintenance of the catalogue system to industry standard.

- Collate borrowing and overdue notices.
- Notify Finance to send accounts to parents/caregivers of students who have not returned items.
- Update and maintain database for whole library including new staff and students.
- Train, allocate work to and monitor work from ESO's of a lower classification or volunteers.

Review of resources

- Assist with the review of all resources of the library and dispose appropriately of outdated and obsolete items.
- Store, maintain and preserve library materials in line with industry standards and WHS principles.
- Plan, organise and conduct tasks associated with the stock take.
- Under direction, assist with the evaluation and selection of new equipment, materials, subscriptions and resources.

Audio visual and Library IT systems responsibilities

- Have a working knowledge of and assist with the operation of the Library Management System, as well as the internet and online databases, in order to assist students with their research.
- Operate the Clickview system, including adding programs, maintaining content, liaising with teachers regarding requests for new content and assisting teachers and students with various functions within Clickview.
- Catalogue and process AV resources.
- Distribute, operate, and maintain audio visual equipment.

Supporting staff and students

- Collaboratively work with staff by researching and locating relevant curriculum resources to support curriculum programs.
- Oversee the activities of small groups of students working independently in the MFA.
- Assist individual staff and students in retrieving information and to use a range of resources and technologies.
- Assist students with selecting and accessing resources and collections.
- Assist with routine enquiries and the location of resources face to face, via telephone or email.
- Supervise students in the Library during class time, recess, lunch and after school (when the MFA is open).
- Attend all relevant meetings and other activities as required.

Other Duties

- Promote a safe working environment for all staff, students and volunteers.
- Report any unsafe work practices to the Risk and Compliance Manager or committee.

- Any other duties as directed by the Principal.

Person Specification

The employee will:

- Have a knowledge of information, resources, technology and library management.
- Have a knowledge of a range of resources available to support curriculum, including online catalogues, interactive multimedia, the internet and electronic databases.
- Have an understanding of the principles of and promote lifelong learning and a love of literature.
- Positively contribute to and work as an effective team member and have demonstrated a strong commitment to professional development.
- Demonstrate a commitment to uphold, support and contribute to the values, vision and mission of Cabra Dominican College.
- Have the ability to work collaboratively and effectively with colleagues.
- Demonstrate the desire to improve and develop as a reflective worker.

Work, Health and Safety (WHS)

This role is deemed to be a **Worker** under the *Work Health and Safety Act 2012* (SA). As a Worker, while at work, you, as the employee who is the subject of this Position Information Document must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, insofar as you are reasonably able to, with any reasonable instructions given by the employer; and
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
- Reference: Work Health and Safety Act 2012 (SA) ss 27 and 28.

Additional Qualification, Documentation, WHS and Compliance Requirements

All employees must ensure that they are fully compliant and will take personal responsibility to maintain and complete their:

- Screening clearance and a police clearance to work in Catholic Education SA in accordance with current guidelines (i.e., DHS Working with Children Check)
- Approved Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC)
- HLTAID012 Provide an emergency First aid response in an education and care setting
- Learning Manager modules, as issued by the Catholic Education Office, as required

In addition, all employees are expected to:

- Provide copies of awarded qualifications if applicable.
- Complete WHS education and training modules as required.
- Be familiar with and understand Cabra's WHS policies.

- Report all hazards, incidents, accidents when witnessed, in accordance with Cabra's WHS policies and procedures.
- Use correctly any equipment provided for health or safety purposes.

Conditions of Employment

- The salary and entitlements are consistent with those outlined in the Enterprise Agreement.
- The employee must undertake performance review on an annual basis in accordance with the terms and conditions of the Enterprise Agreement.
- The "Weeks per year" and "Hours per week" identified in Position Details (above) may be varied by written agreement. To the extent of any inconsistency between this PID and subsequent correspondence from Cabra which purports to vary these hours or weeks, the latter shall prevail, provided that such variation is in keeping with the terms and conditions of the Enterprise Agreement.

Acknowledgement

I have read and understood the requirements of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed by:

Dr Helen Riekie
Principal

Employee Name

Date

Date