

# LIBRARY SERVICES ASSISTANT

## CASUAL

### **JOB DESCRIPTION**

The casual Library Services Assistant forms an integral member of the Scotch library team and will be based in the Senior School. This team seeks to provide a high quality of service to all members of our community.

This role is based on the growing number of our boys accessing the library after school and has a dual role. The first of these is to complete general library tasks. This would include book processing (covering, labelling stamping) and general tidying and jobs that are set by the other library staff. The second part is to assist boys with their studies in various fields. This help could be in the form of spelling, grammar and or research skills. This second part will be based on the skills of the applicant and we are open to those specialising in mathematics, science or English related study fields.

The ideal candidate will be currently study or just completed study, be able to complete work as directed, be interested in libraries and have excellent customer service skills.

**Reports to:** Head of Library, Information & Research Services

#### **Main Duties:**

- Work with adolescent boys to ensure they remain on task.
- Work on tasks relating to library operations including, covering books, typing up notes, proof reading documents and creating general study guides
- Shelf reading of the collection
- Cleaning and tidying when required
- Maintain stocks of resources

#### **Skills and Abilities:**

- Sound skills with Apple Mac
- Sound skills with iPad in an educational sense
- Have skills with creating digital presentations
- Highly organised and ability to work self-directed
- Motivate and encourage adolescent boys in their studies

#### **General Conditions:**

- Working with Children and DET Police clearances are required
- General conditions as per the Educational Services (Schools) General Staff Award 2010 and the Scotch College Administrative and Technical Officers' Additional Conditions 2014