LIBRARY SERVICES ASSISTANT

Part-time, 0.5 FTE

JOB OVERVIEW

Scotch College has the opportunity for a Library Services Assistant to join the library team in an ongoing, part-time position commencing during Term 3, 2018.

The Library Services Assistant is an integral member of the Scotch library team, which provides a high quality of service to all members of the Scotch College community. The Library Services Assistant will be an active member of a team that is looking to the future of libraries and the multitude of services that they offer.

Working with students from Little Pipers and Years K – 12, the person filling this role will represent the ‘face’ of our library service in the Middle and Junior School. The successful candidate will be highly organised with the ability to multitask various demands on their time. The role requires some cataloguing experience but is most suited to an individual that enjoys customer service and day-to-day circulation desk duties. Applicants with a strong information technology background and excellent knowledge of both Apple iPad and Mac environment are encouraged to apply.

Another key aspect of this role is a love of literature and active participation in reading all different formats and genres. The Library Services Assistant will have a passion and enthusiasm for reading that will engage boys in their reading.

The successful candidate will need proof of, or be eligible to undertake, a Department of Education National Criminal Check/Police Clearance and a Working with Children Clearance.

Scotch College, located in Swanbourne, Western Australia is one of Australia’s leading schools for boys. The School has been at the forefront of education since its foundation in 1897. Throughout its long history, the School has upheld a tradition of excellence that is reflected in a wide and progressive curriculum.

At Scotch College, learning is more than academics; it is a total picture, which provides a balance between a student’s intellectual, physical, emotional, relational and spiritual needs.

We request that applications are submitted through SEEK. Please provide names and contact details of two professional referees.

Closing date: 4pm, Monday 13 August 2018

Enquiries regarding the application process to:
Tanya Swinny, Senior Human Resources Advisor
Tel: 9383 6930 Email: Tanya.Swinny@scotch.wa.edu.au

Enquiries regarding the expectations of the position:
Adelle Wilkes, Acting Dean of Information and Learning Technologies
Tel: 9383 6800 Email: Adelle.Wilkes@scotch.wa.edu.au