



<b>Job Title:</b>	<b>Library Officer (Duncraig)</b>
<b>Reports To:</b>	<b>Head of Libraries</b>
<b>Direct Reports:</b>	<b>N/A</b>
<b>Section of School:</b>	Ed Services, Primary or Secondary
<b>Liases with:</b>	ELC, Middle Primary, Upper Primary, Accounts Payable, Property Services

<b>St Stephen's School Vision:</b>	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
<b>St Stephen's School Values:</b>	<p>The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles.</p> <ul style="list-style-type: none"> <li>• Faith</li> <li>• Learning</li> <li>• Care</li> <li>• Service</li> <li>• Community</li> </ul>
<b>Role and intent:</b>	The Library Officer works in the Duncraig Secondary Library to provide support and assistance in the operational aspects of the library. This role ensures that high standards of modern library services are initiated and delivered to the library.
<b>Role requirements:</b>	<p><b>LIBRARY</b></p> <ul style="list-style-type: none"> <li>• Ensure the front desk is always attended efficiently and courteously, for the hours of 8.00am to 4.15pm during term time. A late duty until 5.00pm is rostered among library staff, one day a week.</li> <li>• Create Library displays using digital applications like canva</li> <li>• Maintain the Library Management System (LMS) including processing and cataloging resources</li> <li>• Maintaining the cleanliness and tidiness of the library</li> <li>• Understand confidentiality when accessing school systems and data</li> <li>• Identify and report potential breaches in security, privacy, confidentiality, failure of systems or other potential risks to school systems or processes</li> <li>• Seek advice, support and collaborate with colleagues to ensure quality, equity and continuity of services in an effective team environment which will include cross campus cover</li> <li>• Administration - purchase of equipment, stationery, print resources and maintain accounts as required</li> </ul> <p><b>STUDENTS &amp; STAFF SUPPORT</b></p> <ul style="list-style-type: none"> <li>• Pastoral care of students including assisting with student supervision during lunch time and before/after school</li> <li>• Provide basic support to staff and students regarding software applications, connectivity to the School's network services and the photocopier</li> </ul>



	<ul style="list-style-type: none"> <li>• Provide high quality information support to students and teachers regarding location of physical and digital resources</li> <li>• Fosters constructive relationships between the school and the community</li> </ul> <p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>• Continually seek personal and professional growth to enhance self and others</li> <li>• Continuously looking for ways to improve current processes and procedures and align to the school's best practice frameworks</li> <li>• Additional duties as deemed appropriate and necessary by the Head of Libraries to ensure the efficient operation of the Library and to uphold the educational ethos of St Stephen's School</li> <li>• Flexibility in all aspects of job and ability to adapt well to change including ability to show initiative and resolve issues</li> <li>• Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times</li> </ul>
<p><b>Key Performance Indicators:</b></p>	<ul style="list-style-type: none"> <li>• Ensure students, parents and the wider School community are provided with a quality and appropriate library service in a timely, effective and friendly manner</li> <li>• Maintain the Library Management System (LMS) for Duncraig Secondary Library</li> <li>• Communicate and collaborate effectively with colleagues, students and parents as part of a team</li> <li>• Ensure the safety of staff and students</li> <li>• Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training</li> <li>• Other KPIs will be agreed with your manager from time to time.</li> </ul>
<p><b>Selection Criteria:</b></p>	<ul style="list-style-type: none"> <li>• A diploma of Library Information Services or equivalent qualifications (Desirable)</li> <li>• Minimum of 2 years' experience within a school library (Desirable)</li> <li>• The Working with Children (Criminal Record Checking) and National Criminal Record Checking</li> <li>• Excellent computer skills and knowledge of the Office 365 environment.</li> <li>• Working knowledge of library practices and the use of an automated library system</li> <li>• Competent administration, information technology and organisational skills</li> <li>• Self-motivation and an ability to work without supervision</li> <li>• Knowledge and interest in children's literature (Desirable)</li> <li>• Willingness to positively and actively contribute to the Christian culture of the School</li> </ul>



**I understand and accept the responsibilities as outlined in this Job Description.**

**Signed:**

**Date:**

***This document was approved by Head of Libraries and HOC -October 2025***



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*The below information is not required to be printed*

Version	Date	Review Date	Author	Comments	Approval
3	Oct 2025	Oct 2027	People & Culture	Review (no changes)	P&C
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO