Library Technician

Roseville College is an established, respected independent day school for girls in Kindergarten to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

Key information

− Commencing 2023
− Full Time
− Term time position

Broad objective

The Roseville College Library is a dynamic K-12 space that is at the heart of the College. The College holds a strong culture of reading and high academic integrity, fostered by the library team.

The Library Technician will work to support the Library services with creativity and efficiency by providing administrative support to the teacher librarians, led by the Head of Library and Learning Services. The Library Technician performs a key role in maintaining and supporting the daily operations of the Roseville College Library which plays a crucial role in developing students who are equipped for lifelong learning.

This is a permanent, term time only role. Hours consist of Monday to Thursday 10am-6pm and Friday 8am to 4pm.

Key relationships

− Students
− Staff

Reports to

− Head of Library and Learning Services

Qualifications, skills and experience

− Experience in libraries and knowledge of library systems desirable
− Qualifications in library or equivalent - desirable
− Creative mind for displays and design
− Highly organised with excellent attention to detail with the ability to identify priorities
− Excellent communication skills (with staff, parents and students) with strong attention to detail and literacy
− Ability to work in a team as well as being self-motivated and work autonomously
− Excellent technology skills including MS Office
− Excellent administration skills
− Demonstrated integrity and commitment to a similar role

Applications

Applicants must submit a full application, addressed to The Principal, including application form, a relevant cover letter, resume and supporting documents through the College website: https://www.roseville.nsw.edu.au/careers/

However please note, interviews may commence upon receipt of suitable applicants.

This position description is subject to change based on College requirements.

Applications close: 19 February 2023

Roseville College is a member of The Anglican Schools Corporation (ASC).