General Information

Trinity Grammar School is the largest Anglican Boys’ day and boarding School in NSW with an enviable reputation and tradition over a number of generations for serving the educational needs of boys and young men. The School has campuses located in Strathfield (Preparatory School), Summer Hill (Senior, Middle and Junior School) and Field Studies Centre (Huskisson). Since its founding in 1913, Trinity has forged a reputation for outstanding academic results, a caring pastoral programme and an emphasis on both traditional and community sports. Trinity has an enrolment of some 2000 boys.

The Senior School is a member of the Combined Associated Schools of New South Wales and joins in the CAS Sports competition, while the Preparatory School and Junior School are members of the Independent Primary School Heads’ Association and participates in the IPSHA Sports and Cultural activities.

All members of staff are appointed by the Head Master and they are responsible to him for the overall performance of their duties. The Head Master delegates his authority to senior staff members for the effective management of the School.

Mission Statement

The mission of Trinity Grammar School is to provide a thoroughly Christian education for its boys, imparting knowledge and understanding of the world we live in, and recognising the importance of spiritual qualities in every sphere of learning and living. The School actively encourages its students to grow in wisdom and stature and in favour with God and man.

Notes on this casual position

> We are seeking to appoint a dynamic casual Library Services Specialist to join the Library Services team at Trinity Grammar School.
> This role is a casual position that offers flexible working hours between 8am and 8pm during both term time and school holiday periods at the Arthur Holt Library (Middle/Senior School), or Junior School Library at the Summer Hill campus, or the Preparatory School Library in Strathfield.
> The successful applicant will clearly demonstrate a passion for engaging collaboratively with Trinity students and staff and an ability to be flexible and responsible in supporting the staffing needs of the team.
> The position will require supervision of children and as such all applicants must have an active Working With Children Check (WWCC).

The information below pertains to the objectives and responsibilities of a Library Services Specialist, some or all of which may be required at different times in a casual capacity.
1. **Primary Objectives**

The Library Services Specialist is expected to:

1. Support the Teaching and Learning Librarian(s) in the efficient and effective running of Library operations
2. Support the Director of Library Services in all of her roles and, under her direction, to carry out a complete range of support functions to ensure the smooth running of the Library Services department.
3. Support the School by responding to all enquiries in a prompt, courteous and professional manner.
4. Foster open communication by ensuring a smooth flow of information between self and others through clear speaking and writing, encouragement of open expression of ideas, effective listening and sharing.

2. **Key Responsibilities**

The key responsibilities include, but are not limited to:

2.1 **Deliver Core Library Services**

1. Provide a welcoming experience and exceptional customer service to all Library users, including a range of circulation duties.
2. Manage library and departmental collection acquisitions (physical and digital) as well as the provision of journals, magazines, memberships and professional association services.
3. Processing of all resources including accessioning, cataloging, labeling, RFID tagging, covering and repairing.
4. Purchasing of general office and library supplies.
5. Maintenance of the school library management system (Infiniti).
6. Maintenance of the school educational video library (ClickView).
7. Regular review (weeding) and scheduled stocktake of resources.
8. Manage overdue items, including the preparation of reports, processing fines and reimbursements, and handling queries from staff, students and parents.

2.2 **Teaching and Learning Support**

1. Provision and promotion of resources for curriculum and pastoral care programs
2. Collaboration with classroom teachers to provide general library and information services and/or contribute to the delivery of teaching and learning activities
3. Readers advisory and research support
4. Assist with special programming and school events within and outside of the library learning spaces

2.3 **Library Learning Spaces**

1. Plan for and create engaging displays and library promotions
2. Facilitate lunchtime activities that promote reading and literature
3. Supervision of students within the library learning spaces
4. Re-shelve returned materials and undertake regular shelf tidying
5. General up-keep and maintenance of the physical spaces
6. Ensure all closing procedures are observed each day
7. Provide basic technology assistance to students and staff
8. Assist with the setup of learning technologies and spaces for teaching and learning activities as well as special programming and school events

2.4 **Online engagement**

1. Connect Trinity students and staff with Library services and spaces via digital channels
2. Contribute content to the Library’s social media platforms (Instagram, Twitter, Blog)
3. Contribute to the Library’s online presence via Canvas and LibGuides

2.5 **Other**

1. Other responsibilities that may be required consistent with the job-holder’s knowledge, skills and abilities
3. Key Relationships

1. Director of Library Services
2. Teaching and Learning Librarian(s) and all other Library Services staff
3. Teaching/Support/Administration staff
4. Students
5. Parents
6. Suppliers
7. Professional Learning Networks

4. Skills/Qualifications

1. Excellent communication and interpersonal skills
2. Strong computer literacy and confidence using a range of technologies
3. A working knowledge of current young adult literature
4. Proven ability to work as an effective team member, including the ability to accept direction willingly and the ability to take initiative
5. Ability to work cross-campus based on Library Services team needs
6. A formal Library qualification and/or Library experience is desirable

> All applications must be made on our standard application form (please click on the link below).
> Applications not made on our standard form will not be considered.
> Applications will close on Friday 9th February.
> No agencies please.