



TRINITY
GRAMMAR SCHOOL

NON-ACADEMIC POSITION LIBRARY SERVICES SPECIALIST, SUMMER HILL CAMPUS

Position Description	Library Services Specialist
Reporting to	Supervisor Director of Library Services
Agreement / Award	Independent Schools NSW Support and Operational Staff multi-Enterprise Agreement 2017
Minimum Hours	Permanent Part-time (30 hours per week)

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.

Purpose of the position:

The role of the Library Services Specialist is to actively support teaching and learning, and promote the School's traditions and Christian Mission in a positive and purposeful manner that contributes to the honourable image of the School.

The Library Services Specialist works collaboratively with the Library Services team to ensure the daily operations of the libraries support the teaching and learning programmes of the School.

This role offers flexible working hours between 8am and 8pm during both term time and school holiday periods and will be predominately based within the Arthur Holt Library (Middle/Senior School at the Summer Hill campus), with cross-campus training and exposure at the Junior School Library (also at the Summer Hill campus), and/or the Preparatory School Library (at the Strathfield campus).

The Library Services Specialist 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.

Specific Roles/Duties/Responsibilities

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 see instructions below).
- > Applications not made on our standard form will not be considered.
- > No agencies please.
- > **Applications close on 18 June 2019.**

[Click here to complete an application form](#)