



Appointment of Library Assistant (p/t)

We are seeking a temporary part time Library Assistant for a term time position, 32.25 hours per week Monday to Friday, for Term 1, 2026. This role will backfill an absence of leave for Term 1, with the potential for this to be extended in some capacity.

The successful applicant will provide quality customer service and assistance to all library users including staff. They will help with a range of tasks, assisting in the delivery of library services and programs, and maintaining a welcoming, neat and orderly library.

Position Description

Position Title:	Library Assistant
Responsible to:	Principal
Reports to:	Head of Library
Key Stakeholders:	Library users including students and Calrossy Staff.
Overview:	This role is to ensure the smooth operation of the Library by providing support and assistance to the users of this space.
Duties & Responsibilities:	<p>Ethos</p> <ul style="list-style-type: none"> Actively support and promote the Christian ethos of Calrossy in a manner that is inclusive and sensitive to the life experiences of students, parents and staff. At all times promote the School's Christian values in a practical and accessible way that promotes our mission to provide excellence in a Christian environment. <p>Role Responsibilities</p> <ul style="list-style-type: none"> Comply with the Schools Staff Code of Conduct Supervision of Library and Circulation Desk management Promote the love of reading and use of Library information resources Assist the Head of Libraries to develop and maintain the Library's digital and physical resources, create and maintain displays, promote a positive learning environment Assist with stocktaking resources in the Library Cataloguing, processing, covering, cleaning and repair of resources Tasks as directed by your supervisor including managing overdue notices, re-shelving, assisting with Book Club, Grandparent's Days, Book Fairs, Premier's Reading Challenge and general and other office tasks Provide a caring, well-managed and safe environment for students Complete relevant work-related documents Perform your duties to the best of your ability and be accountable for your performance <p>General</p> <ul style="list-style-type: none"> Participate in any in-house training programs, as well as other job specific training that is identified as required for this role description Participate and contribute to team meetings Participate in workplace change where required Follow all reasonable instructions and related duties as given by your supervisor or the Chief Operating Officer
Health, Safety & Wellbeing:	<p>In accordance with the Workplace Health & Safety Act 2021, Employees must:</p> <ul style="list-style-type: none"> While at work take reasonable care for their own health and safety Take reasonable care for the health and safety of others Comply with any reasonable instruction from Calrossy Follow defined WH&S policies and procedures of the school

Qualifications/Skills:	<p>Required</p> <ul style="list-style-type: none">• Current Driver’s License• Current Working with Children Check• Current First Aid Certificate• Experience in customer service / administration role/s• Excellent ICT skills with a capacity to assist students and staff• Ability to use the Microsoft suite of programs• High level communication and interpersonal skills• Ability to work within a team environment and to work independently of supervision at either campus Library• Excellent organisational and multitasking abilities• A positive attitude and calm, approachable disposition• Ability to exercise initiative• Demonstrated knowledge and enthusiasm for children’s and adolescent literature• Ability to work collaboratively with diverse stakeholders <p>Desirable</p> <ul style="list-style-type: none">• Experience and knowledge of Library procedures, preferably in a school Library• Library Technician or equivalent Library Science qualification, or willingness to learn required skills and procedures• Be familiar with Oliver or similar Library Management System• Be familiar with School box or similar Learning Management System.	
Selection Criteria:	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i></p> <p>SC1 Demonstrated customer service and administration skills</p> <p>SC2 Demonstrated knowledge and enthusiasm for literature</p> <p>SC3 An understanding of and respect for Christian values and support for the School’s Christian ethos.</p>	
Conditions of Employment:	Industrial Instrument	Independent Schools NSW (Professional and Operational Staff) Multi Enterprise Agreement 2025
	Employment Type	Permanent Part Time
	Classification	Curriculum/Resources Services: Level 1
	Days of Work	Term time, Monday to Friday schedule
	Work locations	William Cowper Campus and Brisbane Street Campus
Location:	<p>Calrossy Anglican School 140 Brisbane Street PO Box 1245 Tamworth NSW 2340 Ph (02) 5776 5100 admin@calrossy.nsw.edu.au</p>	

All applicants are required to uphold the Christian ethos and support the schools core values of **Integrity, Selflessness, Inclusiveness, Resilience**