



Position Title	Library Assistant	Date: 07/03/2019
Function/Department	Library	Location: AIS
Manager Name & Title	Head of Library	
Position Type	Permanent	
Position Status	Full time	
Position Objective		
<ul style="list-style-type: none">The Library Assistant supports the Head of Library and Teacher Librarian in the successful operation of the Library and its associated teaching programs.		
Responsibilities		
<ul style="list-style-type: none">Assist with the circulation of library materials using the Oliver Library Management system – loans, returns, adding and deleting borrowers, printing overdue lists.Maintain the library book collection, shelving returns and maintaining shelf order, book repairs.Cataloguing of library and school resources - using SCIS database, retrieve and download cataloguing data and edit to AIS Libraries standards.Process library and school resources – check invoices, security tagging, labelling, covering and reinforcing resources.Provide assistance and support to library users – locating resources, use of opac.Create promotional displays for the library – thematic displays, new resources.Problem-solve technological problems for library users – printer issues, photocopier.General office duties – typing, filing, spread sheeting, answer telephone, laminating, replenish paper in copiers/printers, changing toner.Assist with the annual Stocktaking process.Other duties as directed by the Head of Library.		
Position Requirements		
<ul style="list-style-type: none">The library is a busy and demanding work environment and the ability to communicate well with others is essential.A willingness to learn new skills and work within a team.A passion for working with young children.		
Qualifications		
<ul style="list-style-type: none">Minimum O/A levels.Experience in working in a school environment is preferred.Experience working with children or qualifications an advantage.		
Contacts		
<ul style="list-style-type: none">Students, teachers, parents, Heads of Department, support staff		
Working Conditions		
<ul style="list-style-type: none">		
Terms of Employment		
<ul style="list-style-type: none">Working hours 8.00am – 5.00pm, monday to FridayMonthly salary range , according to qualifications and experienceAnnual Leave – pro-rata 21 working days		



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- Medical benefits – Local medical insurance
- Sick leave – 14 days sick leave and 60 days hospitalisation leave
- Probation period – 3 months from date of commencement
- Referee request - Applicable