

## Library Assistant – Senior School – Part-time

Rouse Hill Anglican College is an independent, Christian, co-educational day school serving 1,450 students from Pre-Kindergarten to Year 12.

The Library Assistant is a valued member of the College Senior School Library team. They contribute to an effective and efficient library service for staff and students, as well as supporting the overall operations of the College.

The role is part-time, term-time only, for 21 hours per week, with the days set in relation to Library activities.

The position will commence in August 2020 or by negotiation.

### REQUIREMENTS

The preferred applicant will be able to demonstrate:

- skills in using library equipment, including scanners, printers and photocopiers
- skills in using online systems, mobile devices and applications (e.g. Oliver);
- well-developed interpersonal and communication skills (written and verbal);
- a high level of organisational skills with strong attention to detail;
- an ability to multi-task and prioritise;
- an ability to work as part of a team.

Knowledge and experience in school administration and library operations would be beneficial.

A library qualification (e.g. Diploma of Library and Information services) and relevant experience is desirable.

A Working With Children Check clearance is required.

To apply for this position, complete the “Application for Employment Non-Teacher” form available from the College web-site (Employment Section) [www.rhac.nsw.edu.au](http://www.rhac.nsw.edu.au) and email it together with your resume and referees (including your Church Minister) to:

[info@rhac.nsw.edu.au](mailto:info@rhac.nsw.edu.au)

Closing date: 14 August 2020