



Rouse Hill

Anglican College

Character, Care and
Courage through Christ

LIBRARY TECHNICIAN

Junior School (Pre-K to Year Six)

Rouse Hill Anglican College (RHAC) is a highly regarded independent co-educational Christian school with approximately 1600 students from Pre-K to Year Twelve. The College is located in the Hills District in Sydney's northwest and is committed to a professional, collaborative and supportive workplace for all employees. The College has modern facilities, is very well resourced and can be easily accessed by car or the new Metro Northwest rail.

The College has a vacancy in our Junior School library for an enthusiastic and relational person to assist with tasks such as:

- Borrowing, returning and reserving resources for teachers and students
- Shelving and maintaining three Junior School library spaces
- Resource ordering and invoice management
- Accessioning, cataloguing and labelling resources
- Managing Scholastic Book Club and Scholastic Book Fairs
- Overseeing weekly overdue student loans
- Organising literacy resources for class teachers
- Managing the Premier's Reading Challenge
- Overseeing the student library monitor program
- Conducting story time sessions
- Stocktaking resources
- Covering and repairing books
- Playground duty and supervising students

Preferred skills and experience include:

- Proficiency using Microsoft Office and an ability to learn new computer systems.
- Previous experience working in libraries and working with children.
- An ability to prioritise tasks and work independently.

The Contract

The College will negotiate a mutually agreeable employment contract and salary with the successful applicant based on the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021.

RHAC would prefer the successful applicant to work full time during school terms and not during school holidays. However, the College is willing to consider applicants who would like to work part time during term time. Please indicate your preference in your application. If you would like a part time role, please indicate how many days per week you would like to work and which days of the week you are available to work. Please also indicate whether you would like a permanent or fixed term contract.

The College would prefer the successful applicant to start before the end of October; however, the start date for the successful applicant is flexible.

Child Safety

The College is committed to effectively and practically implementing the [Child Safe Standards](#) developed by the Office of the Children's Guardian.

Applications

Applications can be submitted in soft or hard copy.

By Post: The Principal, Rouse Hill Anglican College, PO Box 3296 Rouse Hill NSW 2155

Email: employment@rhac.nsw.edu.au Please write *library technician application* in the subject line.

Applications should include:

- The RHAC application form (available on the RHAC website).
- A concise cover letter and curriculum vitae.
- A document demonstrating that you either have a current WWCC number or have applied for a WWCC number.
- Evidence that the applicant has been double vaccinated, and received a booster, for Covid-19. Applicants who have not been vaccinated may apply for the role, although they should indicate this in their cover letter.
- An indication of your preferred contract (see above under *The Contact*)
- Applicants who proceed to interview will be asked to provide the names and contact details of three referees, including a professional referee and preferably a referee who can attest to the Christian beliefs and practices of the applicants.

Applications close on **Wednesday 5 October 2022**.