



Junior School Library Technician

Permanent Term Time position
Hours 8.30am – 3.30pm – Monday - Friday
Parking on site

Rouse Hill Anglican College is a highly regarded independent co-educational school with over 1500 students Pre-K – Yr 12. Located in the Hills District and close to the Sydney Metro, our College is experiencing sustained growth in student numbers.

We are seeking a Junior School Library Technician to work with our Teacher Librarian & teaching staff to support student learning outcomes in the Junior School.

Reporting to the Head of Junior School the successful applicant will be responsible for:

- Importing classes and student profiles
- Resource ordering and invoice management
- Accessioning, cataloguing and labelling resources
- Circulation duties including borrowing, returning and reserving resources for teachers and students
- Shelving and maintaining 3 Junior School library spaces
- Managing Scholastic Book Club & distributing orders
- Organising and facilitating Scholastic Book Fairs
- Overseeing weekly overdue student loans
- Organising rich Text and InitialLit resources for class teachers
- Managing the Premier's Reading Challenge
- Overseeing the Student Library Monitor program
- Conducting Pre-K and Kindergarten Storytime sessions
- Stocktaking and weeding resources
- Covering and repairing books
- Promoting the Children's Book Council of Australia Awards
- Assisting the Teacher Librarian with the Book Week Parade for K-2 classes
- Covering playground or Library duties

The successful applicant must have:

- Proficiency in Microsoft Office
- Strong communication & interpersonal skills (written & verbal)
- Strong organisational skills and attention to detail
- Ability to multi-task and prioritise workload
- Experience with Softlink Oliver v5 preferred
- Library qualifications (Diploma of Library & Information Services or similar)

This position will commence 16 August 2021 or by negotiation.

Applications should include a reference from a Minister of Religion and the completed application form available on the College Website (Employment Section).

Rouse Hill Anglican College is a Child Safe organisation. Preferred applicants will be required to provide a valid NSW Working With Children Clearance.

Applications close: Friday 6 August 2021

Applications to:-

The Principal, Rouse Hill Anglican College,

PO Box 3296, Rouse Hill, NSW, 2155

Phone: 02 8824 5844, Email: info@rhac.nsw.edu.au