



Library and Administration Support Officer

Weld Square Primary School

Position number	00048195
Agreement	Department of Education (School Support Officers) CSA Agreement 2024 or as replaced
Classification	Level 2
Reports to	Manager Corporate Services (Level 3)
Direct reports	Library Officer (Level 1)

Context

Information about Weld Square Primary School is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Supervise the library operations including providing reference, information and associated services to staff and students.
- Administer library systems to keep up-to-date records, and maintain library resources so they are accessible and available to students, staff and parents at all times.
- Conduct library skills training and demonstrate use of library equipment.
- Prepare procedure manuals for library equipment, as required.
- Assist students, parents and staff to select program and age appropriate materials.
- Prepare and monitor the library budget and make recommendations for new library resources.
- Coordinate rosters for library visits.
- Provide technical advice on the library Information Technology system.
- Supervise duties of subordinate library staff and/or volunteers.
- Supervise small groups of students outside lesson times or in class learning activities relating to the library.
- Establish ordering procedures for library and office consumables.
- Provide assistance with administering the financial resources of the school, including undertaking account and GST coding, reconciliations and invoice processing.
- Assist with asset and resource management, including recording, reporting and conducting stocktake.
- Prepare correspondence, newsletters, notices and other school materials.

- Operate and maintain school databases, records and management systems, including timetabling.
- Undertake student-related activities, including providing information, advice and collating documentation for enrolment of new students.
- Maintain established practices and procedures that ensure confidentiality and security of sensitive materials.
- Develop and maintain effective working relationships with internal and external stakeholders.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

1. Demonstrated good verbal and written communication skills, including application of customer service principles and practices.
2. Demonstrated good interpersonal skills and ability to work unsupervised and in a team environment.
3. Demonstrated ability to use computers and a range of application software packages, particularly databases, spread sheets and word processing.
4. Demonstrated experience in providing administrative support with the ability to organise and prioritise tasks effectively.
5. Demonstrated experience in financial processes and procedures, including the handling of debtors, creditors and reconciliations.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 7 April 2026
Reference D26/0279045