



Library and Administration Support Officer Schools

Position number	Generic
Agreement	Department of Education (School Support Officers) CSA General Agreement 2019 or as replaced.
Classification	Level 2.
Reports to	Manager (various)
Direct reports	Library Assistant (Level 1)

Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

For further information please visit the Department of Education website: education.wa.edu.au.

Key responsibilities

- Supervise the daily operations of the library and provision of reference, information and associated services to teaching staff and students.
- Administer library systems ensuring library records are accurate and up to date, including cataloguing, archiving, and updating of descriptor notes.
- Process library resources to ensure that resources are available to students, staff and parents at all times.
- Provide a customer-focussed service to students, parents and staff including provision of advice on library systems, equipment, computers, audio-visual equipment and the internet.
- Conduct library skills training, demonstrate use of library equipment and develop procedure manuals for equipment, as required.
- Provide technical advice on the library Information Technology system, and ensure effective operation and maintenance of the system (this may include a library website).
- Assist students, parents and staff to select program and age appropriate library resources.
- Design and create library displays appropriate to school programs.

- Prepare and monitor the library budget and make recommendations for purchase of new library resources.
- Coordinate rosters for library visits.
- Supervise duties of subordinate library staff and/or volunteers, as required.
- Supervise small groups of students outside lesson times or in class learning activities relating to the library.
- Provide general administrative support to the front office including preparing correspondence, newsletters, notices and maintaining databases or websites.
- Undertake student-related activities including providing information, advice and collecting documentation for enrolment of new students.
- Establish and/or undertake ordering procedures for office consumables.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Award, agreement and departmental policy.
- Manage staff performance as required in accordance with the Public Sector Performance Management Standard and Departmental 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, spreadsheets and word processing.
4. Demonstrated experience in providing administrative support with the ability to organise and prioritise tasks effectively.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three 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 six months of appointment.

Certification

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

ENDORSED

Date 27 August 2020
Reference D20/0423743