

Information and Resource Officer

Swanbourne Primary School

Position number	00038984
Agreement	Department of Education (School Support Officers) CSA General Agreement 2019 , or as replaced
Classification	Level 2
Reports to	Manager Corporate Services (Level 4)
Direct reports	Nil

Context

Information about the Swanbourne Primary School is available on [Schools Online](#).

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

Key responsibilities

- Supervise operations of the library and provision of reference, information and associated services to staff and students.
- Maintain and operate the library system to ensure library records are current and resources are accessible and available to students, staff and parents at all times.
- Manage Information, Communication and Technology (ICT) service providers to ensure digital technology is ready for teacher and student use.
- Provide training, support and advice to staff and students on desktop and software applications and the use of digital technology and library equipment.
- Prepare procedure manuals for library equipment, as required.
- Assist students, parents and staff to select appropriate materials from the library and access school resources.
- Assist in preparing and monitoring the library budget and make recommendations for new library resources.
- Liaise with teachers to develop rosters for library visits.
- Supervise duties of subordinate library staff and/or volunteers.
- Supervise small groups of students outside lesson times or in learning activities relating to the library.
- Record, maintain and process school assets and resources on information management systems and registers.

- Assist in whole-school resources and assets stock takes and reporting, and undertake processes for disposal of obsolete, surplus or unserviceable assets and resources.

Selection criteria

1. Demonstrated good verbal, written and interpersonal communication skills with the ability to effectively liaise to staff at all levels and apply customer service principles and practices.
2. Demonstrated good research, investigative and evaluation skills with the ability to problem solve.
3. Demonstrated ability to use computers and a range of information management systems and application software packages including databases, spreadsheets and word processing.
4. Demonstrated sound knowledge, skills and experience in library procedures using automated library systems and the use of multimedia and audio-visual equipment.
5. Demonstrated sound organisational skills and the ability to use initiative and work with minimum supervision.

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 3 September 2021
Reference D21/0478023