

Information and Communication Technology (ICT) and Library Officer

Boyup Brook District High School

Position number	00047297
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 2
Reports to	Manager Corporate Services (Level 4)
Direct reports	Nil

Context

Information about Boyup Brook District High 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 daily operations of the library and provision of reference, information and associated services to teaching staff and students.
- Administer library systems which ensure library records are up-to-date and library resources are maintained and processed so they are accessible and available to students, staff and parents at all times.
- Coordinate the rosters for library visits.
- Supervise volunteers undertaking library duties.
- Supervise small groups of students outside lesson times or in class learning activities relating to the library.
- Assist in maintaining Information Technology (IT) systems and equipment through the school, including developing solutions to identified problems.
- Provide training, advice and support to staff and students on desktop and software applications.
- Maintain accurate records of library and IT assets and resources.
- Assist in whole-school resources and assets stock takes and relevant reporting, and undertake processes for disposal of obsolete, surplus or unserviceable assets and resources.
- Provide general administrative support to the front office including preparing correspondence, newsletters, notices and maintaining databases or websites.

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 analytical skills and the ability to resolve basic information and communication technology problems.
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.

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 13 May 2025
Reference D25/0432957