



St Catherine's School  
Sydney



Library Assistant  
Permanent full-time (term time only)



# The history of St Catherine's

St Catherine's is Australia's oldest Anglican girls' school from Kindergarten to Year 12, catering for boarders from Year 7. Our purpose is to develop young women of character and intellect who are equipped to make their unique contribution to the world. For over 169 years we have welcomed all backgrounds, faiths and abilities, acknowledging that diversity enriches our community. At St Catherine's each girl discovers her passions and develops her skills within a beautiful environment that overlooks Sydney's iconic eastern suburbs beaches.

**Active support for the Christian character and purposes of the school is essential.**

CV and letter of application should be addressed to human resources and submitted via Seek or directly emailed to [hr@stcatherines.nsw.edu.au](mailto:hr@stcatherines.nsw.edu.au)

**Applications close Tuesday 8 July 2025 (interviews may take place prior to closing date)**

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.



# St Catherine's School, Sydney

## Our identity

We are an Anglican school educating young women for life.

## Our purpose

To develop young women of character and intellect dedicated to making a meaningful contribution to the world.

## We value

Integrity • Courage • Relationships • Service.

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## Position details

**Position:** Library Assistant

**Responsible to:** Headmistress

**Reports to:** Head of Research Centre

**Effective date:** July 2025

**Details:** Permanent full-time (term time only)

**Position summary:** Work as part of a supportive and dynamic team to provide a welcoming study environment, promote a love and culture of reading, offer readers' advisory services, assist students in locating resources, plan and carry out events, respond to queries and other administrative tasks.

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## Primary Purpose

The library assistant will have a strong interest in student learning, reading and embracing technology in supporting physical and online resources.

They will provide readers advisory services and will support groups of students and staff using the Research Centre with training workshops, demonstrations, reading promotion and other activities, as well as providing supervision for students.

This role would suit an intrinsically motivated assistant with a high work ethic.

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# Major responsibilities

## Research centre and information services

- Provide a welcoming learning environment
- Undertake supervision of students without senior members of staff or teachers present
- Support and implement: fun and interesting activities that promote the Research Centre; a love of reading; and encourage students and staff to engage with the Research Centre
- Support and deliver training sessions and instruction in the use of information resources, and emerging technologies. This will include but not limited to electronic databases, search engines, referencing applications and content curation tools
- Support the development of the Research Centre portal including but not limited to maintaining, updating and creating content for the Research Centre's online presence, and assist in the curation of print and electronic resources

## Senior library operations

- Undertake day-to-day processing of various senior school system tasks which may include but not limited to borrower services and reporting and maintenance of ClickView
- Research Centre administration tasks including but not limited to updates, bookings, creating signage, collecting mail and ordering stationery
- Assist with ensuring the smooth running of day-to-day senior library operations, circulating and maintaining resources efficiently
- Contribute to the co-ordination of senior library projects, and the development of day-to-day senior library procedures and policies, in conjunction with the Head of Research Centre

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## Technology

- Use a variety of traditional and emerging technologies and platforms to deliver a range of innovative library services and programs
- Work with students and staff to train, support and develop their use of traditional and emerging technologies
- Support instructional design and creation of electronic learning resources
- Content curation of information resources to support learning and teaching.

## Reading and literature

- Assist with fostering an environment that encourages and empowers students to read, view, listen and respond, for understanding and enjoyment across a variety of modes
- Develop, implement and contribute collaboratively to displays, programs, events and activities, to support reading and literacy across the curriculum, and to develop in students and staff a love of literature and habits of lifelong reading
- Read, promote and market the Research Centre collections and resources.

## Learning and teaching

- Support teachers in the delivery of lessons, programs, events and activities.
- Demonstrate familiarity with relevant curriculum areas to support the provision of Research Centre services.

## Information and research

- Participate in Research Centre information duties including but not limited to provision of research and reference assistance, readers advisory, borrower maintenance, borrower services and circulation tasks.

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### Professional development

- Maintain awareness of current best practice in the library sector and in secondary education
- Undertake ongoing professional learning and development and share knowledge to assist with professional development of the rest of the Research Centre team
- Support continuous improvement, evaluation and evidence-based innovation in senior school library programs

### Other duties

- To comply with the schools' policies and procedures as well as health and safety requirements
- To participate in any training when required
- Attend after hour meetings and events as required
- Warden responsibilities as required

Undertake other duties as required by the headmistress or her delegate.

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# Selection criteria

The success candidate will possess the following core competencies:

## Abilities

- Excellent interpersonal and communication skills
- Flexible, positive attitude with a strong work ethic and an ability to manage change
- Excellence in customer service
- An interest in reading and literature, particularly in regards to young adult and senior fiction
- Demonstrated initiative, creativity, judgment and problem solving skills
- Capable of working in a multi-tasking role with competing priorities
- Committed to self-improvement and professional development
- Committed to the provision of innovative library services.

## Desirable

- A sense of fun and enjoyment in the provision of senior library services
- Involvement in a senior school library environment

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- Involvement with: graphic design, marketing, web design/development, app development or an interest in developing some of these skills
- Experience of using version 5 Oliver Library Management system
- Ability to manage the ClickView system
- Understanding of information management principles and practices
- Demonstrated technology skills
- Experience delivering library and information help desk services - research and reference assistance, readers' advisory and circulation tasks.

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# Staff benefits

- Employee Assistance Program (EAP) counselling service
- Professional development workshops and seminars
- Annual research scholarships for academic and professional staff
- Microsoft computer for academic staff whilst employed at the school
- IT support provided by ICT Learning and Teaching Facilitators
- Free influenza vaccinations
- Staff Association membership includes invitations to social occasions
- Salary packaging and novated leases available through preferred suppliers
- Voluntary superannuation and option to nominate personal superannuation fund
- Use of the school's gym and aquatic facilities
- Access to school Research Centre (for borrowing books and magazines)
- Access to school deli to order lunch daily

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 StCatherinesSchool @stcatherinessyd @StCatherinesSyd [www.linkedin.com/school/st-catherine's-school\\_2/](https://www.linkedin.com/school/st-catherine's-school_2/) StCSchoolWaverley WeChat ID scs2024

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St Catherine's School

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