

Introduction

Kennedy Baptist College's mission is "to provide educational excellence in a Christian context, addressing the needs of individuals for lifelong learning". We are committed to fulfilling this mission as a College community as we serve God by serving our students, families and each other. Underpinning the mission and culture of the College are our values defined as **faith, integrity, boldness, growth** and **service**.

- **Faith:** The Christian faith undergirds all the College's activities
- **Integrity:** The College Community demonstrates respect and honesty towards all its members and delivers on its promises
- **Boldness:** Staff and Students are bold in accepting the challenges on offer at the College and strive to achieve the best outcomes.
- **Growth:** College Community members develop their unique gifts and talents and strengthen their areas of weakness.
- **Service:** College community members serve others within the college, and local, national and international communities.

Role Summary

Position: Library Assistant

Responsible to: Head of Research and Study

Job Purpose: To support the smooth operation of the Research and Study Centre for staff and students.

Responsibilities

Major Responsibilities

1. Consistently model the College's Vision, Mission and Values in all dealings with students, staff and external parties.

General Duties

1) PUBLIC RELATIONS:

- a) To contribute to a warm, welcoming Research and Study Centre
- b) To assist students and staff in appropriate areas
- c) To liaise with, and assist parent helpers
- d) Assist with maintaining compliance training of volunteers

2) RESOURCES:

- a) To shelve all resources and ensure the resources are kept in the correct order
- b) To repair damaged or worn material
- c) To prepare and cover new resources
- d) To do an annual stock take
- e) To prepare and make displays and signage
- f) To monitor stationary stocks, etc.

3) CIRCULATION DESK:

- a) To loan and return resources
- b) To issue overdue loan notices and lists

4) CATALOGUING:

- a) To catalogue new items using SCIS and enter details into the data base, ready for teacher librarians to check and modify where necessary
- b) To source cataloguing records outside SCIS when they are not available from SCIS to aid teacher librarians' manual cataloguing

5) DATA ENTRY:

- a) To make sure all data is consistently entered
- b) To enter and maintain student details on the Library Management System
- c) To maintain statistics and create reports
- d) To periodically clean up and re-index files as needed
- e) Add subject headings in TV4Education

6) OTHER:

- a) To perform clerical duties (filing, typing) as needed
- b) To pack up and tidy the RASC at the end of each day
- c) To ensure the RASC is tidy throughout the day
- d) To refill paper and ink cartridges where necessary
- e) Other duties as they arise, at the request of the Head of Research and Study.

Selection Criteria

Essential

1. Demonstrated commitment and capacity to actively promote the Mission and Values of Kennedy in the school community
2. The ability to work as a team member
3. Excellent verbal and communication skills
4. Excellent written English skills
5. Proficiency in Microsoft Office suite

6. Outstanding interpersonal skills and the ability to liaise with students, staff, and the community
7. Ability to maintain confidentiality, and to demonstrate initiative and creativity in work skills.
8. Demonstrate empathy towards all students and their parents

Desirable

1. Certificate IV, Library and Information Services
2. Experience with Library automation systems (we currently use Infiniti)
3. Experience using Canva (graphic design platform)

How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online [Employment Application Form](#) on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's [Statement of Faith](#) and [Staff Code of conduct](#) is a pre-requisite.