



HALE SCHOOL

JOB DESCRIPTION

Date	October 2026
Position Title	Library, Literacy and Digital Resources Assistant
Reports to	Director of Forrest

Summary

The Forrest Library serves approximately 1200 students from Years 7 to 12. The Library, Literacy and Digital Resources Assistant facilitates the effective delivery of library services through the management of digital resources, library technologies, and catalogue systems while providing high-quality assistance to library users. The role is responsible for maintaining and enhancing the Online Public Access Catalogue (OPAC), supporting access to digital collections and online services, creating and publishing digital promotional content, and ensuring the reliable operation of library technology and systems.

Working collaboratively with students, and staff members, the position promotes the effective use of information resources and technologies, provides technical and user support, and contributes to the ongoing development, accessibility, and visibility of the library's collections, services, and learning resources. Through a combination of customer service, technical expertise, digital content creation and library maintenance, the role helps ensure that library resources and services remain engaging, accessible, and responsive to the needs of the school community.

Key Working Relationships:

- Director of Forrest
- Library Technician
- Teaching Staff
- Other Library and Learning Support Staff
- Students
- Parents
- Administration and IT Department

Responsibilities:

Teamwork and Collaboration

- Build and maintain positive, professional relationships with library staff, teaching staff, administrative staff, students and parents.
- Contribute actively to a collaborative and supportive library team environment.
- Provide support and encouragement to other members of the library team.
- Communicate effectively and professionally with all stakeholders.

Frontline Library Services

- Act as the first point of contact for students and staff, providing friendly and efficient assistance.
- Respond to general enquiries and direct users to appropriate resources or staff.
- Assist students and Reading Enrichment teachers with book selection.
- Provide guidance in the use of audio-visual equipment and digital resources.
- Assist with photocopying, scanning, printing and basic troubleshooting.
- Tend to the circulation desk throughout the school day (7.15am until 3.15pm).

Digital Resource Management

- Maintain, monitor and update online resource guides, digital collections, library web pages, and other online library services.
- Create, schedule, and publish engaging digital content for library media screens, digital signage, intranet platforms, social media channels, and other electronic promotional services.
- Develop digital marketing and promotional materials to support library programs, events, collections, reading initiatives, and information services.
- Promote the effective use of digital resources and online learning tools across the library community.
- Provide training, guidance, and support to staff and students in accessing and using digital collections, databases, and online resources.
- Monitor and analyse usage statistics and user feedback, recommending improvements to digital collections, access platforms, and services.
- Assist in the evaluation, selection, and implementation of new digital resources and technologies.

Technology and Systems Support

- Report maintenance issues by submitting a MEX Request and inform library staff of issues.
- Report IT issues and liaise with IT Support when required.
- Manage and maintain the library's RFID technology (Envisionware) ensuring its effective operation.
- Provide first-level support for library technology, digital platforms, and online services.
- Maintain the accuracy and integrity of the Online Public Access Catalogue (OPAC), including catalogue maintenance, testing, troubleshooting, and resolving user access issues.
- Assist users with catalogue searching, database access, eBooks, printing, scanning, and library management software.
- Maintain library equipment, including self-service kiosks, scanners, printers, public computers, and other library technologies.
- Identify, document, and report technical issues to appropriate support personnel or vendors, following up as required.
- Assist with system upgrades, implementation of new technologies, and testing of library software and digital services.
- Collaborate with the IT Department to ensure that new Year 7 students are linked to Oliver at the beginning of each year (including photos).
- At the start of each term, collaborate with Administration staff to obtain a list of new staff so they can be added to Oliver, as borrowers, in an accurate and timely manner.
- Maintain student attendance and other related records and statistics.

Circulation of Resources

- Issue and return library resources accurately and efficiently.
- Maintain up-to-date borrower records.
- Ensure timely shelving and organisation of library resources.
- Manage reservations and holds, including follow-up for uncollected items.
- Monitor overdue items and communicate reminders to students and staff.
- Ensure request forms are provided to the Library Technician for consideration of purchasing.
- Record and report lost or damaged items to be added to the End of Term Charges Report.
- Compile the End of Term Charges report at the end of each term and email it to the Accounts Receivable Manager.
- Conduct the annual stocktake and assist with withdrawing outdated or damaged resources.

Library Environment and Displays

- Maintain a clean, organised, and welcoming library environment.
- Conduct regular shelf reading to ensure accuracy of resource placement.
- Update signage, notices, room bookings and timetables for the media screens.
- Create and maintain engaging displays that promote reading and library use.
- Assist in planning and implementing themed, seasonal and event-based displays.

Resource Processing and Maintenance

- Process new library resources, including stamping, printing spine labels, RFID tagging and programming, and covering.
- Complete laminating when required.
- Repair and maintain library resources to extend their usability.
- Inform the Library Technician of missing, lost, and damaged library resources.

Coordinating Volunteers and Work Experience Students

- Establish a timetable and provide tasks for volunteers and work experience students.
- Provide induction training for students and oversee them until capable of independent work.
- Maintain a professional, yet friendly and supportive, working environment for volunteers.

Other General Duties as Required for the Proper Conduct of the Library

- Open and set up the library each day, including turning on lights, unlocking doors, turning on computers and photocopiers, refreshing photocopiers and printers with paper and tidying up the seating throughout the library.
- Assist with the organisation and preparation of Centre for Writing resources as required.
- Contribute to the effective and efficient running of Forrest events.
- Collect and distribute incoming and outgoing mail including newspapers.
- Complete photocopying as required.
- Assist with student supervision before school as well as during recess and lunch periods.
- Order and maintain SCSA and other resources for Year 12s.
- Place reminder notices in the Bulletin and School App.
- Assist with student activities and library programs.
- Maintain lost property and ensure all unclaimed items are transferred to the Round House.
- Undertake other general library duties as required.

Other

- Demonstrate an awareness of all emergency management procedures and safe work practices in the respective areas of work.
- Maintain the ethos of Hale School by acting in a manner that supports the School's Values, Statement of Purpose, Ethos and Anglican framework.
- Be aware of and understand the obligations of working in accordance with the School's Child Safety, Mandatory Reporting and Child Protection, Staff Code of Conduct, Staff Code of Ethics, Critical Incident Management Guidelines, Policies and Procedures

The Headmaster, at his sole discretion, reserves the right to vary your duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment. As part of the School's routine pre-employment practices, the School will contact your referees and/or previous employers to ask specific mandatory questions relating to Child Safety. We also reserve the right to conduct social media checks, as part of this process.

Child Protection

Hale School takes child protection seriously and is committed to supporting the wellbeing of all children and young people, respecting their dignity, ensuring their safety, and protecting them from abuse and other harm. All candidates for roles at Hale School are subject to rigorous screening procedures and assessment as a condition of employment.

All staff are required to uphold the standards and adhere to the procedures outlined in our Code of Conduct for all Staff, Code of Ethics, Child Safety and Child Protection and Mandatory Reporting Policies.

As part of your duties and responsibility as an employee you will be required to:

- Promote the safety and wellbeing of children and young people
- Ensure your interactions with children and young people are positive and safe
- Provide appropriate support and supervision of children and young people in your care
- Act as a positive role model for children and young people
- Participate in regular performance management and professional learning linked to our Codes of Ethics and Code of Staff Conduct, Child Safety and Child Protection and Mandatory Reporting Policies
- Maintain an up to date and valid Working with Children Check (WWCC)
- If appropriate meet professional standards for teachers and maintain teacher registration and,
- Report to the Headmaster any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people

The Hale School community has zero-tolerance for child abuse, and all allegations and safety concerns are treated very seriously and consistently with our robust safeguards and procedures.