

Library Officer

# Information Pack



**PADUA**  
COLLEGE

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80 Turner rd. Kedron

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## About Padua

**Padua College** is an independent day school for boys from Years 5 to 12. Padua, a Franciscan school, and the only school in Australia owned by the Order of Friars Minor. We are a Catholic institution that is distinctively Franciscan.

### Vision

We educate and inspire young men to live in the spirit of the Gospel following in the footsteps of St Francis of Assisi (1182-1226).

### Mission

We provide a Catholic education that develops young men of wisdom, service and quiet strength.

Peace is a practical application of the Gospel where we demonstrate positive dialogue and engagement with others. Like St Francis, we are called to be instruments of peace and reconciliation in the world.

As a Franciscan school, the staff of Padua College are expected to base their behaviour upon the Gospel teaching of peace and good will to all.

## Our Opportunities

***We empower every employee to contribute their skills, knowledge and expertise to ensure we create an exceptional working community that delivers on our Franciscan ethos and values and as a staff, we create a learning environment where every student can be the best they can be.***

At Padua College, we understand that the recruitment of exceptional staff is the first step in our employment journey at the College. Our staff do amazing work in creating an outstanding learning environment where boys feel a strong connection to each other, their College and Community. To create a foundation for a successful and sustainable College, we are focussed on attracting, developing and retaining the best people.

## We are PC

The unique Franciscan ethos of joy, acceptance, humility and peace is expressed in every aspect of College life from the inspiring liturgies conducted by our Friars, to the loud and proud voices of our young gentlemen chanting ... ***"We are PC!"*** on graduation day and at sporting events.

Within the high-quality facilities at our near-CBD campus in Kedron, our sporting fields in Banyo and our Outdoor Education Facility in the Noosa Hinterland, Padua offers young men an environment in which to pursue academic excellence and express themselves through co-curricular activities including music, choir and performance, debating and public speaking, chess, and community service.

Together with our Paduan families we raise young men who are joyous, engaging, confident and possessed of a quiet strength and character which enables them to achieve and contribute positively to their Community and to the world far beyond the College Campus.

## Role Summation

Library Officer

The Library Officer is required to demonstrate competency involving the application of knowledge with depth in some areas and a broad range of skills. There is a range of tasks and roles in a variety of contexts, where there is some complexity in the choice of actions required.

Competencies are normally used within routines, methods and procedures. Some discretion and judgement are required in planning, work organisation, services, actions and achieving outcomes within time constraints.

### **Library Officer duties**

- Provide customer service in the library and in particular at the circulation desk; including but not limited to answering the phone
- Carry out a wide range of administrative duties including maintaining manual and computerised records, filing, storing, uploading documents and attendance rolls.
- Maintain and use College databases
- Contribute to the library OneNote collaborative workflow and Policy and Procedure documents
- Copy or original catalogue
- Understand and administer circulation systems - overdues, frozen loans, processing reservations, MiClass bookings, clerical duties
- Ensure that physical environment is maintained through tidying, cleaning, shelving, replenishing displays and restocking photocopiers with paper
- Process basic transactions such as issues and returns, produce overdue lists, perform stock takes, entering of accession information into computer.
- Operate and demonstrate the use of audio-visual equipment where there is limited complexity.
- Maintain a booking system for equipment use and for the organisation of repairs and replacement of equipment.
- Perform a range of general duties, for example, returns, covering, minor book repairs, photocopying and shelving.
- Receive and deal with initial requests for information from library clients.
- Under the supervision of teaching staff, assist in the demonstration of routine library operations and procedures.
- Under the responsibility of the Teacher-Librarian, assist in the supervision of students in the library.
- Under the supervision of teaching staff, prepare and clear away materials for display/use in classrooms or libraries.
- Assist with classroom learning experiences, such as assisting teachers in preparing, implementing and supervising learning programs.
- Assist with the production of teaching resources
- Promote library events and new resources
- Create and maintain online and physical displays in OLIVER and LIBGUIDES
- Any other duties as deemed appropriate to the individual's classification, skills and experience.
- Attending and participating in the Co-Curricular life of the College through the sporting and cultural calendar.

### **Selection Criteria**

It is expected the successful candidate will have:

- Navigation experience on digital platforms, such as school learning management systems, Office 365, data entry and word processing at a high level
- Working knowledge of Softlink Oliver v5
- Cataloguing and book preparation experience
- Some working knowledge of Clickview or similar video databases
- Some knowledge of databases and online resources

- Accredited Library Certificate or equivalent qualifications or experience in school or public libraries
- Previous experience working in public, primary and secondary libraries is desirable
- Empathy with young persons; and
- Possession of, or eligibility for, a 'Working with Children' suitability card.

## **The Application Process**

The College requirement to apply is as follows:

### Application Submission

All applicants are to be addressed to:

Mr Peter Elmore

Rector

All applications are to be submitted through SEEK website or [employment@padua.qld.edu.au](mailto:employment@padua.qld.edu.au) and include:

1. Completed Application for Employment Form.
2. A cover letter (maximum 2 pages) addressing the Selection Criteria by providing/describing examples of actual work that has been done, or actual participation in a relevant activity.
3. A full resume, including:
  - your full name and title;
  - postal address, email address, telephone number(s) for both during and after work hours;
  - your educational qualification relevant to the duties and selection criteria for the position (title of qualification, subjects/majors studied, institution, proportion of qualification completed);
  - your relevant recent work history (most recent jobs should be listed first), including names and addresses of employers, positions held, length of time in each position, major duties, responsibilities and achievement;
  - membership of relevant professional associations and clubs;
  - the names and telephone numbers of three (3) recent professional referees who should be in a position to comment about performance in relation to the above criteria. (Please note: in the case of those applicants shortlisted for interview, the School may contact your employer following the interview).
  - Relevant Academic Transcripts/Records.

*Please ensure that your application reaches us by the closing date and time provided in the advertisement for the position. Late applications may not be accepted.*

### **Acknowledgement**

You will receive an email acknowledging your application and detailing the shortlisting and interview timeframes.

### **Selection process**

Short-listed candidates are contacted to arrange a time to meet with the selection panel for an interview. Candidates short-listed from the first interview may be required to come back for a second interview and/or further recruitment activities. As part of the interview process for teaching staff, short-listed candidates may be asked to demonstrate their teaching by the applicant being a 'guest teacher' at the College.

**Reference Checks**

A minimum of two reference checks are undertaken. The selection panel will discuss your application with your nominated referees. The school also reserves the right to consult with other persons who may have knowledge of your experience. This is at the Principal's discretion.

**Pre-employment compliance checks**

All candidates are required to undergo a screening process prior to appointment and successful candidates must comply with school policies and relevant legislation relating to student protection and wellbeing.

The College reserves its right to undertake additional pre-employment checks to support the commitment to recruiting the highest quality employees and considering the specific needs of each role.

**Questions**

Please email [employment@padua.qld.edu.au](mailto:employment@padua.qld.edu.au)



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