



Casual Library Assistant (14 hours per week – Term Time only)

Huntingtower has a long tradition of excellence and consistently performs academically among the top schools in Victoria. We are seeking a friendly, organised and motivated **Casual Library Assistant** to support the smooth operation of our School Library during after-school hours.

This position will work **Monday–Thursday from 3.00pm to 6.00pm** and **Friday from 3.00pm to 5.00pm**, for a total of 14 hours per week during term time only. The Library Assistant provides circulation support, supervision and assistance to students and staff, ensuring the library remains a welcoming, calm and productive learning environment.

The role requires strong organisational skills, excellent communication, confidence with basic technology and a genuine interest in working with young people. While librarian qualifications are not required, this role is ideal for those studying librarianship, education or teaching.

Key responsibilities

- Assist students and staff with locating, borrowing and returning library resources
- Provide circulation desk support, including loans, returns, shelving and tidying
- Assist with processing library resources
- Assist with the creation of promotional materials such as displays and bookmarks
- Supervise students during after-school hours, ensuring a safe and supportive space
- Maintain a quiet, orderly and welcoming environment conducive to learning
- Provide basic assistance with printing, photocopying and technology
- Uphold and model all child safety and wellbeing requirements and standards

What we are looking for

- A warm, approachable and student-focused manner
- Confidence with general ICT tasks
- Experience in customer service, libraries or education (preferred but not essential)
- Currently studying librarianship, education or teaching (advantageous)
- Excellent interpersonal and communication skills
- Commitment to the School's values and child-safe culture

This is a **casual, term-time only after-school position**. We offer a supportive work environment, opportunity to contribute to literacy, learning and student wellbeing within a caring community.

Applicants must hold a current Working with Children Check, provide a clear Criminal Record Check and demonstrate a strong commitment to child safety and the wellbeing of young people.

Information about the School can be found on our [website](#) and the position description is available below.

If you are a dedicated, organised and positive person who would like to become part of our library team, please submit your application via the [Huntingtower School – Employment Opportunities](#), including the names, addresses and telephone numbers of three referees.

We will shortlist and interview applications as they are received and we strongly encourage interested candidates to apply as soon as possible.

The School reserves the right to make an appointment at any stage of the recruitment process, including prior to the closing date for applications. We thank you for your understanding.

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people.

Huntingtower is committed to upholding Victoria's Child Safe standards and has a zero tolerance of child abuse. All interested applicants will be required to familiarise themselves with Huntingtower's Child Safety Policies and Codes of Conduct located on the Huntingtower [website](#). Candidates must demonstrate an understanding of appropriate behaviours when engaging with children.

The School undertakes several screening processes to protect children and young people appropriately in its care. This includes reference checks, identity checks, qualification checks and professional registration checks.

Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application. We welcome applications from people of all backgrounds, including Aboriginal and Torres Strait Islander people.



Position Description

This position description summarises the essential responsibilities, performance outcomes, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.

Position Details

Position	Casual Library Assistant
Award	Educational Services (Schools) General Staff Award 2020
Classification	School administration services - Level, Grade to be determined
Reports to	Head of Library & Digital Resourcing
Employment Type	Casual
Hours	Monday–Thursday 3.00pm–6.00pm and Friday 3.00pm–5.00pm
Commencement	Immediate

Nature of Role

The Library Assistant is a casual, term-time-only position working Monday–Thursday 3.00pm–6.00pm and Friday 3.00pm–5.00pm (14 hours per week during school terms only). The incumbent supports the daily operations of the School Library during after-school hours, providing circulation assistance, supervision and general library support.

Key responsibilities include managing loans and returns, maintaining an orderly environment, assisting students with resource and technology needs and supporting administrative and organisational tasks. The position requires a level of organisation, communication and initiative, as well as an interest in supporting young people and promoting literacy and learning.

Main Responsibilities & Accountabilities

Responsibilities	Performance Outcomes
Library Operations	Successful delivery of: • Providing support at the circulation desk, including loans, returns and book reservations • Shelving books, maintaining collection order and ensuring tidy library spaces • Monitoring student use of the library to ensure appropriate behaviour and care of resources • Assisting in the creation of library promotional materials • General library processing tasks (such as covering books)



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Student Support	- Assisting students with locating books, digital resources and study materials - Providing guidance with printing, photocopying and basic IT troubleshooting - Supporting students with homework, quiet study expectations and library routines - Modelling and reinforcing appropriate behaviour in accordance with school standards.
Library Environment & Administration	- Maintaining a welcoming, calm and safe environment - Ensuring furniture, displays and materials are presented to a good standard - Assisting library staff with general administrative tasks and library organisation.
Service Excellence and Customer Relationship Management	- Deliver accurate, effective and respectful communication to all stakeholders - Demonstrate a professional, helpful and friendly attitude - Build and maintain positive relationships with students, staff and families - Handle confidential information with integrity - Display empathy, calmness and sound judgement when supervising students - Work collaboratively as part of a small team and assist others as required - Support and reflect the mission, vision and values of the School
Health and Safety	- Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety - Promote and support student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats - Responsible for understanding and adhering to the school's risk management policy by identifying, reporting and mitigating risks in their area, modelling appropriate behaviour and participating in relevant training to ensure a safe environment - Being familiar with emergency procedures and being ready to implement them if necessary
Flexibility	This position description is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience



Position Description

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| | <ul style="list-style-type: none">The post holder is required to be flexible in developing their role in agreement with the Property Manager |
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Position Requirements: Knowledge and Experience

- Experience in libraries, customer service, education or similar environment (preferred)
- Enthusiasm for reading, learning and supporting young people
- Ability to work independently and maintain a calm, orderly space
- Excellent interpersonal and communication skills
- Confidence with basic IT tasks and willingness to learn school systems
- Adaptable, flexible and professional approach
- A current Working with Children Check (Essential)
- A clear Criminal Record Check
- Demonstrated positive history of working or interacting with young people
- A strong belief in child safety and willingness to uphold Huntingtower's child-safe culture

Key Relationships

Reporting to:

- Head of Library & Digital Resourcing
- Director of People and Culture

Commitment to Child Safety

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. Huntingtower's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out identity, qualification, professional registration and reference checks to ensure that we are recruiting the right people.

All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and the *Staff Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the School.

All staff are expected to:

- Be familiar with the content of the School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, the *Child Safety Code of Conduct*, the *Staff Code of Conduct* and with their legal obligations with respect to the reporting of child abuse
- Be responsible for understanding and applying the School's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting



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including mandatory reporting, and complying with the *Child Safety Code of Conduct and Staff Code of Conduct* and related policies governing staff-student relationships

- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers and/or with external agencies where required
- Be aware of students with whom you will have direct contact, in addressing child protection disclosures and needs of Aboriginal/Torres Strait Islander, those from a culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as LGBTIQ+ and other students experiencing risk or vulnerability
- Promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy
- Commit to providing an environment where students are safe and feel safe, where their participation is valued, their views respected and their voices are heard about decisions that affect their lives
- Comply with the *Child Safety and Wellbeing Policy*, and act in accordance with the *Child Safety Code of Conduct and Staff Code of Conduct*