



POSITION DESCRIPTION LIBRARY TRAINEESHIP

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| Reviewed: | | |
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POSITION DESCRIPTION LIBRARY TRAINEESHIP

Section 1. School Identification

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with more than 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is committed to providing students with a safe and friendly learning environment, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, incorporating an Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3. The Position

Position Title

Library Trainee

Section/Department/Learning Area

Library

Workload and Tenure

Full-time position working 8am to 4pm each day. Fixed term (1-year contract).

Appointment is subject to the satisfactory completion, by the appointee, of a three (3) month probationary period, to standard acceptable to the College.

This position is required to work 44 weeks of the year including all weeks of the school terms and school holiday breaks to make up 44 weeks per annum.

In accordance with the terms of the Award, the incumbent is required to take leave without pay for 3 weeks, during non-term weeks, as there is no work to undertake during those weeks.

Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistants and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017.

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team (SLT) comprising the positions of Director of Corporate Services, Dean of Secondary, Dean of Primary, Director of Christian Formation, Director of Community Engagement and the Director of Information Technology (IT).

The Library Trainee position reports to the Head Teacher Librarian.

Section 6. Responsibilities and Duties

Role

The Library Trainee fulfils the role of assistant to the Library team and provides customer service to the students and staff visiting the library.

Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community.
- Modelling Christian behaviour, practices and beliefs.
- Building cooperative and supportive relationships with staff, students and parents.
- Striving for excellence in performance and participation.
- Acting in the best interests of the College, the Association and its ethos.

Specific Duties

Your specific duties include, but are not limited to the following:

Being an integral member of a dynamic, innovative and welcoming Library environment by:

- Being a well-presented, punctual and positive representative of the Library.
- Greeting students, staff and parents and offering assistance wherever possible.
- Keeping the Library tidy and resources organised (games shelves, forum stairs, study rooms, circulation desk etc).
- Working the circulation desk by scanning loans and answering student queries.
- Assisting student printing.
- Undertaking book returns and shelving quickly and efficiently.
- Assisting with book processing, cataloguing and covering.
- Using a variety of software platforms such as Concord Infiniti, Canva and Microsoft Teams.
- Demonstrating creativity, critical thinking, initiative and problem solving in Library projects, displays and resource development.
- Supporting the Library team and sharing other library duties.
- Undertake and apply Workplace Health and Safety requirements in the workplace.

Section 7. Selection Criteria

Pre-requisites

1. Working With Children Check clearance.
2. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
5. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

Essential

1. Able to encourage positive team commitment and contributions through his/her own commitment, enthusiasm and energy.
2. Able to demonstrate inter-personal and communication skills.
3. Demonstrate ability to function and work collaboratively with other staff members.

Section 8. Application

Please forward your application to HR@kcc.wa.edu.au

Applications must include the following:

- Admin & Support Staff Application Form
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor.

The application form and full details of this position are available on the College [website](#) or by contacting HR on 9302 8777 or HR@kcc.wa.edu.au.

Applications Close: 12 noon, Monday 11 November 2024

Peter Burton
Principal
November 2024