



Organisation	Sacred Heart Primary School – THORN LIE
Address	40 Ovens Road, THORN LIE WA 6108
Email	admin@shthorn.wa.edu.au
Website	www.shthorn.wa.edu.au
Phone	08 9251 3000
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Principal	Mrs Miranda Swann
Position	Library Technical Officer 0.416 FTE Ongoing from 1 January 2018

We are seeking a dynamic and enthusiastic Library Technical Officer to join our innovative staff from 1 January 2018. This is an opportunity to join a school where the focus is on working with every student to reach their very finest potential in all aspects of their development.

Sacred Heart is a double stream co-educational school with 460 students from Kindergarten – Year 6. The school community has the benefit of having onsite an Early Learning Centre catering for 2 – 5 ½ year olds, an Out of School Hours Care service and an Inclusion Support Centre. The school enjoys a close relationship with the Parish and strong support from the parent community.

Selection Criteria:

Applications are invited from enthusiastic and innovative Library Technical Officers with the following attributes:

- Experience in the management and operation of the school library on a day to day basis;
- Experience in undertaking a range of client-focused school library services including the provision of technical advice and assistance to staff and students about access to publications and information generally;
- Precise management and accountability for the expenditure of the library budget within school guidelines;
- Undertake technical duties including document delivery; acquisition of library materials; implementation of collection management procedures and bibliographic tasks such as cataloguing, record creation and amendment for library resources;
- Outstanding technological skills;
- Possess a high degree of professionalism, flexibility and interpersonal skills;
- Be an enthusiastic person with the ability to work as part of a very dedicated and committed team;
- Demonstrate independence, creativity, initiative and a desire to continue to improve;
- Willingly participate in school activities;
- Make a positive contribution to the culture of Sacred Heart Primary School;
- Have appropriate qualifications of Diploma in Library and Information Services or a qualification equivalent to the Diploma;
- Hold a current First Aide Certificate. (desirable)

Details are available on the school website; <http://www.shthorn.wa.edu.au/>

Applicants must be fully supportive of the objectives and ethos of Catholic education.

Applicants must submit curriculum vitae, addressed to the Principal, including the names and contact numbers of three referees, one of whom must be the current employer. A current Federal Police Clearance/100 Point Identification Check must also be included. The appropriate Criminal History Record Check form is available from the Department of Education and Training website (www.det.wa.edu.au).

On appointment successful applicants will require a Working With Children Check. Application forms are available at certain Australia Post outlets throughout the state. A list of participating Australia Post outlets can be found on the Australia Post website at <http://apps.nowhere.com.au/austpost/postofficelocator/default.aspx>. An application for a WWC must be made in person.

Applications close: 14 November 2017