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| Position Title | Assistant Librarian |
| Reports to: | Librarian |
| Campus | Beth Rivkah Secondary |
| Blurb | <p>Yeshivah - Beth Rivkah Colleges is an Independent School based in East St Kilda in Melbourne, and is comprised of two Primary and two Secondary Schools, an Early Learning Centre and a Creche.</p> <p>We are dedicated to providing an exceptional education to all Jewish children in a welcoming and safe environment, enabling them to achieve personal excellence and fulfilment.</p> <p>Our Girls High School (Beth Rivkah Ladies College) is looking for an experienced part time Assistant Librarian to assist the Librarian in providing information services to the school community.</p> |
| Requirements | Library qualifications and experience preferred. |
| Commencement Date | 25 th January, 2022 |
| Employment Status | Ongoing Part time (.6 FTE) Working hours are flexible. |
| About the Role | <p>The Assistant Librarian directly reports to the Librarian. The role of the Assistant Librarian is to assist the Librarian in providing information services to the school community.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> • Maintenance of physical environment of the library to ensure a pleasant space for staff and students to work • Circulation of library materials using Oliver Library Management System • Cataloguing of new materials • Processing of new materials, and repairs and maintenance to existing collection • Shelving • Assisting with library displays • Supervision of students in the library • Provision of advice and assistance to staff and students regarding specific information needs • Loan management of school-based IT equipment <p>As this role, within Yeshivah Beth Rivkah Colleges, requires you to be involved in delivering our service, in addition to meeting your core functions, duties and responsibilities as outlined above, you are also required to meet the behaviour standards outlined in our 'practice and behaviour' guidelines or our 'code of conduct'. You will receive a copy of these guidelines or code as part of your</p> |



induction. Once employed you can also access a copy of these guidelines on the Yeshivah Centre Intranet.

You are also required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model of Jewish values for children and young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain valid 'Working with Children' documentation
- undergo periodic 'national criminal history record' checks
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.
- Proof of full COVID vaccination is essential, or at least 1 vaccine with an appointment in place for the second.

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| <p>For more information or to submit a cv please contact</p> | <p>Interested applicants should apply online and are required to submit a covering letter, a full resume including three current referees. Linda.bird@ybr.vic.edu.au</p> |
| <p>Applications Close</p> | <p>Wednesday, 8th December, 2021</p> |