

**Library Technician – Preparatory School**

**Full time, term time + 3 weeks**

The Preparatory School of The Southport School provides an outstanding education for boys. The Preparatory (Prep) School is very proud of its dedicated staff, both teaching and non-teaching who understand the special ways in which boys learn and who carefully nurture authentic relationships based upon mutual respect and genuine care.  These relationships are the key to the Preparatory School’s success as boys, teachers and our support teams work together in setting and achieving academic, sporting and cultural goals.

The Preparatory School is now seeking an experienced and qualified Library Technician who can provide advanced library support and administrative services in our Preparatory School Library. We are searching for that special candidate who is innovative and intuitive in their practice, and who is excited by the learning opportunities that libraries offer our young people in a primary school setting.

This role will commence in January 2024 and is a term time position + three (3) weeks. The role hours operate Monday to Thursday 8.00am - 4.00pm and Friday 7.30am -3.30pm.

Our School is seeking a candidate who has a blend of experiences and skills that include but are not limited to:

* The ability to work independently, and with or part of, a team.
* Demonstrate strong organizational skills, high attention to detail, and the ability to structure, plan and manage priorities effectively.
* Demonstrates professional front of house service, presentation and communication skills and employs strategies that support the students, parents and staff visiting the library.
* Sound operational knowledge of LMS Oliver version 5,
* Undertaking normal administrative and library-based operations – book covering, shelving, loaning, class visitations, etc.

Candidates must hold a Diploma of Library and Information services or be able to provide evidence of commencement in formal study for this qualification.

All staff at The Southport School should be supportive of the stated values and Christian Ethos of the School, the Code of Conduct and must hold a current Blue Card or be eligible to apply for one. Candidates will be required to submit their details for a national register check conducted by the Anglican Schools Professional Standards office and must hold a Federal Police check certificate.

Only applications submitted online will be considered and close on **Friday 13 October 2023 4.00pm.**Only applications submitted online will be considered and applications should be submitted to:

People and Culture Manager

The Southport School

2 Winchester Street

Southport, QLD 4215

***TSS is an equal employment opportunity employer***