



# Catholic Education Sandhurst Limited

## Diocese of Sandhurst

## LIBRARY SUPPORT

***Catholic Education Sandhurst Ltd (CES Ltd) is seeking a Library Support professional to join our team.***

Are you passionate about connecting people with knowledge and fostering a love for learning? Do you have a knack for organising resources and assisting others in their quest for information? We have an exciting opportunity for a part-time (0.5 FTE) Library Support position that might just be your perfect fit!

### **You will:**

- Play a pivotal role in ensuring our library functions seamlessly.
- Hold a Diploma of Library and Information Services or a similar qualification recognised by the Australian Library and Information Association (ALIA) or be willing to obtain the qualification.
- Bring sound experience and knowledge of library procedures, ideally within a school library setting.
- Possess familiarity with cataloguing rules such as AACR2 & RDA is second to none, ensuring our resources are easily accessible.

### **What CES Ltd can offer you:**

- Remuneration \$66,550 – \$75,365 (pro rata) plus superannuation.
- A friendly and collaborative team to work with.
- Generous leave provisions.
- Flexibility with days of work.

The Catholic Education Office Sandhurst (CEOS) Team comprises approximately 100 employees working across 7 key divisional areas, supporting over 50 schools within the Sandhurst Diocese. We are a supportive and friendly team who are committed to working collaboratively with our schools to achieve the best outcomes for our students.

**Closing Date for Applications:  
5.00 pm Friday 29 September 2023**

**For more details about the role please download the position description from [www.ceosand.catholic.edu.au](http://www.ceosand.catholic.edu.au)**

**Please email your cover letter, resume and your responses to the key selection criteria to [recruitment@ceosand.catholic.edu.au](mailto:recruitment@ceosand.catholic.edu.au)**

**CES Ltd embraces diversity and social inclusion  
and encourages people from diverse backgrounds to apply.**

**We are committed to promoting the safety, wellbeing, and inclusion of all children.**