



Library Technician

2 Positions from 2023 – Both ongoing

Full-time – Coolock Campus (Years 7-9)

Part-time (0.6 FTE) – St Mary's Campus (Years 10-12)

Catherine McAuley College is seeking skilled, team-oriented and student centred library technicians with excellent interpersonal and communication skills to join our team.

About the Role

The Library Technician is directly responsible to the Head of Library, and to the Teacher Librarian/s, and works as part of the Library Team to support the Learning and Teaching program through delivery of quality and user-friendly information services.

As a staff member at Catherine McAuley College, the Library Technician is expected to implement and abide by the College's Strategic plan, as well as model and support the College values.

A high level of initiative and independence is required, as is the ability to work effectively as part of a team. Good communication and interpersonal skills are required as this role involves working with staff as well as students with a diverse range of learning capabilities. Our ideal candidates will demonstrate:

- The ability to build and maintain professional and collegiate relationships with colleagues and key stakeholders
- Strong initiative, innovation, and enthusiasm, to be able to both work on their own or as part of the team
- Outstanding communication and interpersonal skills with the ability to build relationships with key stakeholders such as students, parents and the school community
- A proven capacity to work independently with the ability to manage complex tasks with minimal supervision
- Proven time-management skills with the capacity to work to tight timelines
- Sound organisational skills including strong attention to detail

The ideal candidate will possess or be working towards:

- Accredited Library qualifications
- Library experience
- Previous experience in a school environment

How to Apply

All applications are to be addressed to the Principal, Mr. Brian Turner. Please include a cover letter and your current Curriculum Vitae, inclusive of at least two professional referees.

Please email applications to our People and Culture mailbox: pandc@cmc.vic.edu.au

For more information on this role, please contact Mrs Sharon Wallace, Head of Library on 5445 9100 or swallace@cmc.vic.edu.au

Successful applicants are required to be compliant with Mandatory Reporting certification and have a current Working with Children Check and Police Records Check.

Terms and conditions of employment will be in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2018 (VCEMEA).

This position is classified as a Category B Education Support Employee which means the successful applicants will normally work during the school term time only and receive paid school holidays.

Applications close 26 November 2022.

About Catherine McAuley College

Catherine McAuley College is a co-educational Year 7 to 12 Catholic secondary school located in the beautiful central Victorian city of Bendigo. The College is situated across two campuses, one in the city centre and one on 70 acres, 6.5kms from the city centre.

The College is a member of [Mercy Education Limited](#), with schools located across Australia. The Mercy values of compassion, courage, respect, justice, service and hospitality guide our way and our touchstone statement supports these values: **'inspiring members of our community to be learners impelled to thrive and serve'**.

The current enrolment is approximately 1500 students with significant growth forecast and plans well underway for further exciting future developments.

We are dedicated to developing students who are critical and creative thinkers, with the skills to be self-motivated in the pursuit of knowledge. Our students are empowered to see themselves as positive agents of change, who are called to participate actively and ethically in society as young men and women of Mercy.

The College is a reGEN school committed to promoting and adopting an integrated curriculum approach to sustainable living including respecting, conserving, and renewing our global environment.

To explore what happens in our learning areas, please visit our website and take a virtual tour of both College campuses.

This school community promotes the safety, wellbeing and inclusion of all children.
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