

**Information for Applicants for  
*Permanent***

*Part time – Term Time Only  
(20 hours per week)*

**Re-grading [No Actual Vacancy]**

**LIBRARY ASSISTANT**

*Commencing on 8 February 2022*

**CONTENT**

- Information for Applicants
- Application Form and Declaration
- Job Description

**The timetable for filling the position is as follows:**

1. Closing date for applications: **4pm on Monday 29 November 2021.**
2. Short-listing of applicants will occur shortly after this date. You will be notified as to whether or not you are invited to an interview soon after short-listing has been completed.
3. Interviews will be arranged with short-listed candidates as soon as possible after the shortlist has been completed.

## Information for Applicants

### Position

The position will start on 8 February 2022 and is term time only.

### Application details:

Please apply by posting or emailing:

- 1 The completed application form
- 2 A covering letter
- 3 Your CV

**The Principal  
Golden Bay High School  
12 Waitapu Road  
Takaka, 7110**

Email: [steph@gbh.school.nz](mailto:steph@gbh.school.nz)

4. Applications close on **4pm on Monday 29 November 2018.**

Any queries to The Principal, Linda Tame, Phone: 03 525 9914.

Or email the Business Manager, Steph Hartill: [steph@gbh.school.nz](mailto:steph@gbh.school.nz)

## Application for Library Assistant

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Email: \_\_\_\_\_

Present Position: \_\_\_\_\_  
\_\_\_\_\_

Time in that Position: \_\_\_\_\_

*(This section is optional)*

Date of Birth: \_\_\_\_\_  
\_\_\_\_\_

Marital Status: \_\_\_\_\_  
\_\_\_\_\_

Family: \_\_\_\_\_

Health: \_\_\_\_\_

## Referees

Please arrange for two referees who may be contacted by phone to support your application.

Please list below the names and contact details of the referees you have chosen:

1 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
(Mobile) \_\_\_\_\_ (Email) \_\_\_\_\_

2 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
(Mobile) \_\_\_\_\_ (Email) \_\_\_\_\_

*Please note that we may contact the above named referees. If you have included written references from people other than the above, we may also contact the writer of such references.*

## Convictions against the Law / Unsuitability for the Position

Have you ever been convicted of any offence against the law (apart from minor traffic convictions), or otherwise know of any reason why you should not be employed to work with boards of trustees, and/or in the school/education environment?

**Yes / No** If you answered **Yes**, please provide the date and details of the offence, or other reasons, together with any comments you may wish to make.

*Please note:*

- 1 You may be asked to provide a copy of the relevant Court record(s) obtainable from the Registrar of the Court concerned.
- 2 Failure to provide correct and true details of any conviction or reason for possible unsuitability will make you liable to dismissal from the employment of Golden Bay High School Board of Trustees, should you be the successful applicant.

## DECLARATION

I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in this application is true and correct. I understand that this may be verified.

I agree to the referees being used for the purposes of considering my suitability for the position.

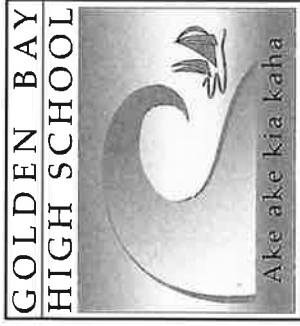
I agree that the Board may make further verbal or written inquiry from people relevant to this application.

I also agree that if successful, my appointment will be subject to a satisfactory police vet.

I will have had two doses of the Covid-19 vaccination by the 1/1/2022, and will supply evidence if successfully appointed to this position.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# GOLDEN BAY HIGH SCHOOL

*Ake Ake Kia Kaha*

## JOB DESCRIPTION Library Assistant

Library Assistant:  
Permanent Part time  
Reviewed: November 2021  
To be Reviewed: November  
2022

### POSITION:

Library Assistant

### REPORTS TO:

Principal and Teacher in Charge of Library

### DAY TO DAY RESPONSIBILITY TO:

Teacher in Charge of Library

### FUNCTIONAL RELATIONSHIPS:

Library and teaching staff, students, Support, Administration and Network staff and other external agencies.

### HOURS:

20 hours permanent per week (during Term time) with the possibility of other hours on a fixed term basis.

### REMUNERATION:

As per *The Support Staff in Schools Collective Agreement (13 December 2019 to 6 February 2022)*.

### KEY OBJECTIVES:

To assist in the development of the library as a centre of learning, promoting and delivering a supportive and effective facility for all members of the school community, which will foster a love of reading and enhance life-long learning.

### POSITION STATEMENT:

- Assist in the day-to-day operations of the school library.
- Contribute to student achievement by supporting inquiry learning and reading engagement programmes or initiatives.

### PREFERRED EDUCATIONAL QUALIFICATIONS:

It is preferred that applicants are in the process of gaining Professional Library qualifications (minimum of Dip ILS level 5) or have library work experience, but all applicants will be seriously considered.

### KNOWLEDGE:

- A love of reading
- Library management and systems.
- School library collection development and learning resources.
- Children's and/or Young Adult literature, especially NZ writers.
- Information and digital literacy skills and their links with the library.

**SKILLS:**

- Planning and organisation.
- Excellent oral and written communication skills.
- Collaboration with IT and teaching staff.
- Effective online search skills and use of online tools
- Accuracy and attention to detail.
- Ability to assist library users with reading and information needs.
- Time and stress management.

**PERSONAL QUALITIES:**

- Able to interact positively with students and staff.
- Willingness to use and train in new technologies and library trends.
- Be a professional and supportive member of the school community.
- Love of reading.
- Ability to promote library to staff and students.
- Ability to work as part of a team and be flexible.

<b>RESPONSIBILITIES AND TASKS:</b>		<b>Outcomes</b>
<b>Main Task</b>	<b>Detailed Aspects</b>	
<ul style="list-style-type: none"> <li>• <b>Library Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Promote the library services and resources to all staff and students.</li> <li>• Manage the circulation desk and circulation of resources.</li> <li>• Establish and monitor day-to-day systems and workflows in consultation with other library team members.</li> <li>• Manage the catalogue and classification programme to ensure that the catalogue is kept up-to-date and facilitates access to library resources.</li> <li>• Maintain and up-to-date library procedures manual.</li> <li>• Attend staff meetings and briefings, if required.</li> </ul>	<ul style="list-style-type: none"> <li>• The library is promoted as a valid research inquiry learning area.</li> <li>• Resources are circulated efficiently.</li> <li>• Day-to-day systems running effectively.</li> <li>• The catalogue and databases is maintained to a standard, which best advantages, the users.</li> <li>• The procedures manual is maintained with regular review.</li> <li>• Staff meetings and briefings will be attended as needed.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Library Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Collaborate with teaching and literacy staff to ensure that the library is seen and used as a reading and research resource.</li> <li>• Manage the student librarians.</li> <li>• Any other duties as required by the Principal or Teacher in Charge of Library.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist staff with their literacy and resource learning needs for their students</li> <li>• To organise the training and managing of student librarians.</li> <li>• To undertake other tasks as set out by the Principal or Teacher in Charge of Library.</li> </ul>

	<ul style="list-style-type: none"> <li>To liaise with external agencies, including SLANZA, LIANZA, Public Library, The National Library of New Zealand and other relevant agencies.</li> <li>Promote and foster the enjoyment of reading for pleasure.</li> <li>Assist with and contribute to the school wide reading culture through reading programmes, initiatives, displays and events.</li> <li>Provide support to teachers on reading engagement and developing life-long readers.</li> </ul>	<ul style="list-style-type: none"> <li>Liaison developed and maintained with external resource agencies relevant to the school library.</li> <li>To support students to become engaged readers.</li> <li>The school library staff play a critical role in helping to create a school culture that supports and encourages reading for pleasure, and digitally literate students.</li> </ul>
<ul style="list-style-type: none"> <li><b>Reading Engagement</b></li> </ul>		
<ul style="list-style-type: none"> <li><b>Library Collection</b></li> </ul>	<ul style="list-style-type: none"> <li>To assist in the development of a collection that supports reading programmes and inquiry learning.</li> <li>Carry out the cataloguing and processing of resources in line with library practice and procedures.</li> <li>Find and curate relevant online content to support inquiry learning.</li> <li>The collection is maintained in good physical condition.</li> </ul>	<ul style="list-style-type: none"> <li>The library collection is current, relevant to the curriculum and meets the reading needs and interests of the school community.</li> <li>The collection development priorities are identified and reviewed on an on-going basis with new resources purchased where needed.</li> <li>Digital resources are created using online tools to make them accessible to students and staff.</li> <li>To assist in the maintenance of stock using existing procedures and processes.</li> <li>Stocktake occurs annually.</li> </ul>
<ul style="list-style-type: none"> <li><b>Library Environment</b></li> </ul>	<ul style="list-style-type: none"> <li>To develop and maintain library environment keeping it tidy and attractive.</li> <li>Safety procedures operate in-line with school wide processes.</li> </ul>	<ul style="list-style-type: none"> <li>The environment is welcoming and incorporates furniture for a modern learning environment. Displays are frequently changed or updated.</li> <li>Ensure evacuation and lockdown procedures are followed.</li> </ul>
<ul style="list-style-type: none"> <li><b>IT Management</b></li> </ul>	<ul style="list-style-type: none"> <li>To maintain photocopier and assist students with their reprographic needs.</li> <li>To assist in the management of IT Equipment.</li> </ul>	<ul style="list-style-type: none"> <li>The photocopier supplies are replaced, as necessary.</li> <li>To provide reprographic assistance to students for research purposes.</li> <li>To assist in managing the circulation of IT equipment to classes on a daily basis.</li> <li>IT equipment is stored in the library if storage space allows, and adequate electrical outlets permit.</li> </ul>

**Professional Development and Annual Review**

The Library Assistant is expected to participate in an annual Golden Bay High School Support Staff appraisal. This will help identify strengths, highlight issues needing assistance and confirm professional goals as appropriate. Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description are being performed.

**Personal Health and Safety**

The staff member agrees to take all reasonable care to avoid damage to themselves or any other person or school property through any action, inaction or instruction given by myself while representing Golden Bay High School or using the school property.

Signed: \_\_\_\_\_

Library Assistant

Dated: \_\_\_\_\_