



Position Description

Resource Manager

Holy Family School

Indooroopilly

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VISION

- Strength and Gentleness Excellence Everyday

OUR COMMITMENT

- At Holy Family Primary School we seek to provide students with stimulating, vibrant and creative learning opportunities, in an environment where each student can develop academically, physically, emotionally, socially and spiritually.
- At Holy Family, we recognise the importance of providing a holistic education that caters to the individual needs of all learners. We are committed to engaging and nurturing our students through meaningful and challenging learning experiences, allowing students to realise their full potential. As a result, Holy Family students develop deep knowledge, critical thinking tools and an understanding of lifelong skills and learning behaviours.
- Our Resource Centre plays a pivotal role in our learning agenda and goals, not just because it houses our resources; rather we see the Resource Centre as a central engaging environment for creative learning and problem solving utilising all forms of resource materials and media.
- For Holy Family School to continue to provide students and teachers with a rich and supportive ICT environment, the Resource Manager role is one that is valued and supported. New technology is continually integrated with our teaching and learning. We believe that a well-resourced technology environment helps children prepare for their future. The Resource Manager's role with technology initiatives and management is vital.
- The role of the Resource Manager at Holy Family is crucial in supporting our goals for learning for all members of our school community – students, staff and parents.

ROLE DESCRIPTION

Responsible to: The Principal and Leadership Team

Tenure: Part time fixed term (12 months) at School Officer Level 4
– to be reviewed with the opportunity for role to become Level 5
40 weeks per year plus option of 4 extra weeks (timing negotiated)

Hours of duty: 35 hours per week + 4 weeks during negotiated school holidays.

Start Date: Term 1, 2020 with extra paid induction days possible in 2020 school year

Main Objective:

- The Resource Manager is responsible for managing the school Resource Centre & Digital requirements of the school to support an effective and engaging learning environment. Whilst the Resource Manager is accountable to the Leadership Team, the role requires a strong working relationship with teachers who will collaboratively seek resource support for their planning and teaching.

Management of Staff:

- The position of the Resource Centre School Officer Assistant will report to this Resource Manager position who will provide clerical support and assist with the day to day operational functions of the Resource Centre.

Major Responsibilities:

- The Resource Manager is to ensure that the Resource Centre operates effectively on a day-to-day basis within the ethos of the school. A welcoming, friendly and supporting environment will need to be provided that promotes learning. The Resource Manager has an important role to play in maintaining the processes and procedures that ensures the Resource Centre & the school digital environment enhance learning opportunities for all in our School.
- The Resource Manager will be responsible for maintaining and promoting the School's physical, digital resources and IT resources.
- The Resource Manager will collaborate with Leadership Team regarding the use of and purchase of IT equipment as required by the teachers for use in their planning for student learning.
- The Resource Manager will support help desk queries to the extent of providing direction for staff and students. The role will also involve collaboration with BCE and external 'tech' providers who will be engaged to manage our IT systems.

Selection Criteria:

Essential Criteria

Qualification and experience

- Relevant qualification and/or experience in Resource Centre / Library information management, information technology or similar
- Practical knowledge of and experience in a range of school library management tasks, including integrated library systems, basic cataloguing/indexing and technology support roles
- Strong IT experience working with Microsoft Office 365 Suite, Apple and Brisbane Catholic Education initiatives
- Experience and knowledge of Library practices and procedures
- Well-developed communication, including the capacity to interact effectively with a range of school community members, library system vendors and/or user groups
- Demonstrated ability to plan activities, set priorities and make sound judgement so as to meet goals and objectives
- Ability to anticipate problems related to the duties and responsibilities and initiate appropriate actions and programs to maintain effective service delivery which satisfies the schools objectives
- Understanding of WHS Legislations and Regulations relating to events
- Ability to adapt to the changing Library environment
- Ability to exercise discretion, use initiative and solve problems
- Commitment to working cooperatively and collaborative as a member of a team

Specific Responsibilities

- Work with staff and students by providing a high quality, welcoming, responsive and proactive Resource Centre service that supports the school's philosophy and policies
- Provide an environment that encourages a habit and love of reading and of sharing children's literature
- Provide a stimulating, positive and helpful environment that is a focal point and showcase for students' learning achievements.
- Make the library attractive and accessible to all children and staff, including displays, guidance and publicity materials
- Ability and courage to innovate
- Assist the school in promoting and publicising the Resource Centre services and assisting in related events e.g. Author's sessions, Premier's Reading Challenge, Book Fair, Book Club
- Perform a range of library tasks, including processing, cataloguing books, stocktake, preparing display materials, general photocopying, book covering laminating of materials, related clerical and administrative tasks within expected timeframe and training Assistant or School Officers to perform these tasks.
- Maintain the circulation system by keeping records of borrowing, returns and overdue materials
- Providing customer service by assisting students and staff, answering information inquiries and assist with the borrowing function in a friendly and welcoming manner
- Provide technical support to staff in relation to the library services and IT systems
- Maintain & investigate (new) IT resources as required
- Ensure that the day-to-day administration of the information services are efficient and the systems, resources and equipment are well-maintained.
- Attend and participate in any training or professional development arranged by Holy Family School in relation to the role. Remain up to date with IT and Library initiatives as provided by Brisbane Catholic Education and the school.
- Be aware of and lead Specific WHS Responsibilities in the Resource Centre to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not adversely affect the health and safety of other persons – for example your co-workers, students, parents or other persons that you may come into contact with at work.
- The nature of this position is such that the Resource Centre manager may be required to be available outside the 'normal' school hours.
- This position provides for the option of being available for an extra 4 weeks during school holiday time (negotiated with the Principal)
- Carry out other duties, as required.

Application Process

Applications for the position of a Resource Manager should include but not be limited to the following:

- Covering Letter & Resume with Contact Details and Contact details of relevant referees
- Information which addresses the selection criteria as noted in the Position Description. It is highly recommended that the selection criteria is addressed as it allows the Interview Committee to assess how you meet the criteria in a clear and concise way.
- Completed “Application for Employment” within Catholic Jobs Online .