

JOB DESCRIPTION & PERSON SPECIFICATION

Student Services Officer (SSO) – Library Support Officer

College Department:	Administration
Position Title:	Student Services Officer (SSO) Sport, HPE & OE
Position Classification:	Grade 2, Year 1
Tenure:	Permanent Part-time: 0.50 FTE 7.5 hours per day, 3 Days per week, 40 weeks per year

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College's goals.

This is a key role in the facilitation of information literacy and resources development at Tatachilla Lutheran College. As a Library Support Officer, personal qualities of flexibility and positive response to change will directly influence the success of information literacy programs and the provision of information services at our school.

As a member of the Tatachilla Lutheran community, this also involves:

- assisting the Principal and other College staff in fulfilling the aims and purposes of Tatachilla Lutheran College, and to support and maintain the philosophy and ethos of the College; "Teaching the Love of Christ for a fulfilling life which values self worth pursues excellence and serves others."
- providing effective and efficient support to students and staff;
- model service as shown to us by our Lord and Saviour Jesus Christ;
- work in a team with other staff in providing administrative support to staff, support to parents and students

2. Reporting / Working Relationships

- Accountable to the Principal through the Business Director, Finance Manager and 7-12 Teacher Librarian.
- Work closely with all library staff and classroom teachers

3. Special Conditions

- A 12 week probationary period will apply as per the Lutheran Schools Enterprise Agreement.

4. Statement of Key Outcomes & Associated Activities

The Library Support Officer will:

- (a) Support Tatachilla Lutheran College's objectives by providing administrative and wellbeing support to the College community under the direction of the Finance Manager and Teacher Librarian.
- (b) accept the delegated responsibility and authority vested by the Principal.

DUTIES AND RESPONSIBILITIES

The following role statement has been adapted to suit the level of responsibility of Library Support Officer position being offered in conjunction with current Library and Information Services at TLC for 2026.

The tasks below are performance duties required of applicants. Although not responsible for the overall planning of work, the successful applicant will be self-directed in the application of the skills relevant to these library tasks.

- Undertake independent Desk Duty ie returns, loans, reserves, simple searches and bookings
- Maintain the service area
- Assist in the day-to-day running of the automated library system providing advice to staff and students in the effective use of OPAC, circulation duties and housekeeping procedures
- Consolidation of the physical space at the beginning and end of day ie tidying shelves, tables, chairs, computers etc
- Book covering and Shelving resources
- Repairing resources
- Liaise with teacher-librarians re Library programs, resources and facilities
- Play an important role in the physical set-up of the Library establishing a welcoming environment, security, identify hazards and set-up for meetings
- Provide reference advice and assistance to both staff and students
- Assist with weeding, discarding and disposing of worn and outdated materials

GENERAL POSITION OBJECTIVES

1. Prepare new resources
2. Maintain resource collection
3. Oversee the operations of Scholastic Book Club
4. Operate the automated library system, especially for circulation
5. Assist in the use of Information Technology

Training

1. Attend relevant courses, conferences and meetings as required

Key Responsibilities

1. Assist with routine enquiries and location of resources
2. Basic trouble-shooting with computers and printers
3. Process resources
4. Manage the circulation of resources
5. Oversee Book Club ordering and distribution
6. Monitor student movement in and out of the Library
7. Assist with the supervision of students
8. Shelve books and maintain the order of resources
9. Carry out an ongoing stocktake as directed
10. Other duties as required

Accountability

1. Efficient handling of work flow
2. Working rapport with staff and students
3. Order, maintenance and circulation of resources

PERSON SPECIFICATION

1. Educational / Vocational Qualifications

- Completion of Library and Information Services Certificates III / Library Technicians course desirable
- Working with Children Check (WWCC) and successful completion of TLC Applicant Declaration form.
- Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC)
- First Aid Certificate

2. Personal Skills, Abilities & Aptitude

- Show a willingness to support and promote the Christian ethos of the College;
- Maintain a high degree of confidentiality and discretion at all times
- Have excellent communication and interpersonal skills
- Self-motivated with the ability to exercise appropriate initiative and prioritisation so that timelines are met
- Able to work effectively under pressure
- Be approachable, supportive and proactive in developing relationships with staff and students
- Aptitude to work both autonomously and as a member of a team
- Be able to communicate effectively and work with staff, students and parents
- Adept at providing excellent customer service and conflict resolution
- Personal commitment to continuous self-development and improvement

3. Experience and Knowledge

- Sound awareness of the role and function of Library and Information services within a R-12 School
- Sound general computer literacy
- Flexible team member
- Excellent communication skills
- Ability to carry out basic cataloguing, circulation and searching
- Ability to effectively use the Internet

4. Classification Level

Student Support Officer – Library Support Officer is a Lutheran Schools Officer classification in line with the experience of the incumbent as per the terms of the 2024 SA Lutheran Schools Enterprise Agreement.

5. Performance Standards & Review

An annual Performance Review is undertaken with the Business Director to determine the capacity to meet the demands of the role, where additional skills training is required and what level of job satisfaction is being obtained.

6. Workplace Health & Safety

The objective of the Work Health and Safety Act 2012 is to prevent a person's death, injury or illness caused by a workplace, by a relevant workplace area, by work activities, or by plant or substances for use at a workplace. To meet this objective, exposure to the risk of death, injury or illness must be prevented or minimised. To achieve this, the Act establishes a framework by imposing WHS obligations on certain persons who may affect the health and safety of others. Staff of Tatachilla Lutheran College are accountable for the day-to-day control of their respective operations. In addition to the mandatory duties imposed by the statutory requirements, staff have specific duties within the College's Work Health and Safety Management System as part of a broader Risk Management Framework. The Executive Team has the major responsibility for establishing safety policies and procedures however, these must reach staff on the job.

7. Equal Employment Opportunity

Equity principles underpin all College policies and procedures. The College is committed to Equal Employment Opportunity principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

APPLICATION PROCESS

Applicants with sufficient skills and experience are required to:

1. Write a cover letter of up to two pages, addressing the selection criteria;
2. Include a curriculum vitae; and
3. List three referees, one being a pastoral referee.

Applications that do not meet the above requirements will not be considered.

Applications should be addressed to the Head of People and Culture, Tatachilla Lutheran College and sent electronically to jobs@tatachilla.sa.edu.au

Applications close on **9am, Monday 2 February 2026**