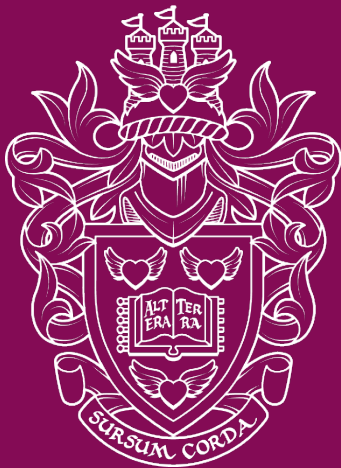




Position Description

Library Technician



About Haileybury

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Haileybury Pangea, Darwin (Northern Territory) and across South East Asia in China, Vietnam, Timor-Leste, Vanuatu and Indonesia.

Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards, including Australian School of the Year, Primary School of the Year and Principal of the Year. In 2025 Haileybury was ranked by NewsCorp Media as the number one coeducational school in Australia. Based on national testing results Haileybury has also been ranked as the number one primary school in Victoria and the number two secondary school.

At Haileybury we use the motto that 'Every student matters every day' and this resonates through everything that we do, both in and out of the classroom.

Discover more about Haileybury at www.haileybury.com.au.

Working with us

Haileybury is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.



Our vision

To be recognised as a great world school.

Our mission

To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.

Our Magenta Principles

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected. Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community



Position details

Position title	Part-time Library Technician
Campus location	MacGregor Library- Senior School Keysborough Campus
Reports to	Head of Library & Information Services
Days	Tuesday – Friday (0.8 FTE)
Hours	9:30 am – 5:30 pm shift
Manages others	No
Salary range	\$56,818 - \$61,752 + 12% superannuation
Commencement	20 January 2026

Responsibilities

The Haileybury Library Team is a key business unit providing access to a vibrant, extensive whole school collection, supporting all academic, curriculum and recreational reading needs via the Oliver online catalogue and integrated database for Library resources both physical and digital. Resources include reliable online databases, ClickView videos, curated websites, e-books, audio books, fiction books, non-fiction books, picture books, graphic novels and magazines.

Reporting to the Director of Library and Information Services through Head of Library, the Library Technician requires the capability to:

- Perform point of contact duties including circulation, student and staff assistance reference and research enquiries, printing and photocopying.
- Assist the day-to-day running of the Library under the guidance of the relevant Head of Library or Director of Library and Information Services.
- Assist in the creation of a warm and welcoming library and maintain a safe, healthy, friendly, learner centred environment for staff and students.
- Promote the library as a learning hub in the School including through posters.
- Supervision of students in the library during classes, break times, before school and after school shifts.
- Original and copy (SCIS) cataloguing, stocktake, weeding and editing existing records to maintain the integrity of the database in liaison with the Digital Services Librarian to ensure the integrity of bibliographic data.
- Undertake relevant Professional Development including for cataloguing, library management system, SCIS and RDA.
- End-processing of resources including department resources.
- Continue to develop a library collection that supports the curriculum, as well as provides resources for recreational purposes.
- Maintain a strong knowledge of print and online resources.
- Ensure presentation of collections is maintained including shelving across Haileybury Libraries as required.
- Other duties that are commensurate with the classification of this role.



While the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the School community and participate fully in a range of events and activities.

Key selection criteria

Required

- Must have experience working with children and young adults
- Excellent communication and interpersonal skills
- Excellent ICT skills
- Knowledge and experience with library management systems
- Ability to work in teams
- Knowledge and experience in cataloguing standards
- A working knowledge of current children's and young adult literature
- Experience in stock control and collection management
- Excellent organisational ability
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children

Desirable

- Experience of working with children from a culturally and/or linguistically diverse background

Personal qualities

- Highly motivated, dedicated and energetic
- Well organised
- Patient and relationship-oriented
- Enthusiastic and conscientious
- Displays initiative and creativity
- Enjoys working with students of all age groups, and highly professional teaching staff

Academic qualifications

- Diploma of Library and Information Services qualifications and experience in similar role.

Inherent qualities

Cognitive demands

- Ability to work with individuals and groups of staff and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment.
- Ability to carry out high-level responsibilities, and effectively interact and communicate with students.
- Ability to make high-level decisions and/or be involved in high-level decision making.
- Ability to be resilient when dealing with staff and students.

Physical demands



- Ability to sit at a desk or computer terminal for long periods.
- Ability to lift/carry parcels of up to 5 kgs for short distances.

Environmental demands

- Ability to work in environments of variable noise levels, temperatures and weather conditions.
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.

General information

- All staff who do not hold Victorian Institute of Teaching (VIT) registration will need to hold a current Employee Working With Children Check (WWCC) and Nationally Coordinated Criminal History Check Certificate (NCCHC) completed within the last three (3) months.
- All staff are recommended to be fully vaccinated against Covid-19 and any other viruses where possible.
- All staff are expected to support the vision and ethos of the School.
- Haileybury promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds.
- Standard working days and hours for this role are:
 - Monday, Tuesday and Wednesday (3 days per week)
 - 9:30 am – 5:30 pm shift.
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislation and Haileybury's Policies and Procedures as set out in the Staff Manual.

Commitment to child safety

Haileybury is a child safe organisation which welcomes all children, young people and their families. Haileybury is committed to the safety and wellbeing of all children, including those under the care and supervision of the school. The school recognises the importance of, and its responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.

Haileybury's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. The School's mission 'to deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel', which can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, processes and codes are inclusive of the needs of all children and students including Aboriginal students and their families.

Haileybury has zero tolerance for child abuse in any form and takes proactive steps to identify and manage any risks of harm to students in our school environments. When child safety or wellbeing concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.



We promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer or asexual (LGBTIQA+) and other students experiencing risk or vulnerability.

Haileybury's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working with Children Check, police records and reference checks to ensure that we are recruiting the right people.

Further information

Further information about this position is available from peopleandculture@haileybury.com.au

This position description was modified on 23 October 2025.