



## Position Information Document

### Education Support Officer (ESO) Resource Hub Officer

<b>NAME:</b>	
<b>POSITION TITLE:</b>	ESO – Resource Hub Officer
<b>STREAM:</b>	Curriculum
<b>GRADE:</b>	Grade 2 Year 1
<b>EMPLOYMENT:</b>	Temporary
<b>FRACTION OF TIME</b>	32.5 hours per week / 41 weeks per year Monday, Wednesday and Friday 8.15 to 3.30 Tuesday 8.15-2.30 Thursday 8.15-4.30 (3.30-4.30 homework club)
<b>COMMENCEMENT DATE:</b>	27 May 2024
<b>CONCLUDING DATE:</b>	22 May 2026

Employment conditions in accordance with the South Australian Catholic Schools Enterprise Agreement 2020 (as amended or replaced)

#### 1. BROAD PURPOSE

The Resource Hub Officer supports the smooth and efficient day to day running of the library / ILA. The Resource Hub Officer is part of the Library / ILA team that aims to deliver a broad range of services to support the College's education mission. The Library / ILA provides a safe, welcoming, stimulating, and supportive atmosphere that encourages all College community members to feel comfortable to visit in search of their information, ICT, recreational reading and other resource needs.

The Resource Hub Officer is required to support and contribute to the Catholic Identity, Mission and Vision of Our Lady of the Sacred Heart College. They are to be cognisant of the guiding principles of the CESA (Catholic Education SA) Live, Learn, and Lead (LLL) Framework which outlines key capabilities, knowledge, and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives. The non-teaching staff fulfil a vital role in supporting the successful operations of the College. All ESO staff are encouraged to participate fully in the life of the College and to support activities, events, and functions.

## 2. REPORTING RELATIONSHIP

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(to whom the employee reports, staff for whom the employee is responsible and other connections and working relationships in and outside the school)

- Principal and Business Manager

### Working Relationships

#### Internal

OLSH College Leadership  
Librarian and ILA Staff  
Staff, Students, and Families

#### External

Catholic Education Office  
Suppliers

## 3. KEY RESPONSIBILITIES

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Responsibilities include, but are not limited to:

### General

- Responsible for the daily operation of the Library / Resource Hub and / or Integrated Learning Area (ILA)
- Open the Library / ILA each morning and prepare the Library / ILA for closing in the afternoon, including securing of all equipment
- Coordinate, assist, create, prepare and regularly update displays as required to promote Library resources, annual programs, events, initiatives and cultural celebrations in collaboration with the OLSH Leadership, Middle Leaders, teachers and others as appropriate
- Support the educational program through an awareness of current curriculum and special programs by assisting with organisation of events such as the Premier's Reading Challenges, Book Week, Library Information Week and the like
- Supervise students in Library / ILA before school, lunch and other periods as required
- Coordinate and create engaging and interactive activities each lunchtime for students
- Assist staff and students in locating and using resources and services including online and digital resources
- Support staff and students with reference, research, study skills and critical evaluation to enhance students' knowledge of library /ILA services using new and current resources

### Library

- Prepare the Library / ILA and manage facilities and equipment for daily bookings via the booking system
- Maintain currency of video resources via ClickView and ClickView Online assisting staff as required
- Maintain currency of Copyright law application as appropriate
- Responsible and assist with the processing of resources including label as needed, insert security strip, book (library or text) covering, re-covering and repairs as required, cataloguing, arrange regular disposal of weeded books and equipment record keeping and stocktaking
- Maintain an accurate register of resources - physical and digital, subscriptions and the like
- Inform staff on an ongoing basis about professional learning resources, opportunities offered by the Library, publications (text or digital) and other relevant resources

### Circulation

- Process items in and out, in accordance with set procedures
- Ensure efficient management of the Circulation Desk including but not limited to managing staff and student loans, returns and follow up of overdue items, lost items, and general circulation matters, shelving of resources, and support regular stocktaking routines
- Maintain the circulation desk and Book Hire areas, keeping them tidy and free from clutter

### Book Hire

- Prepare and issue class sets of textbooks and novels and other resources as required
- Process the return of class sets of textbooks and novels and other resources as required

### **Facilities and Equipment**

- Ensure the library / ILA and work areas are in a clean, uncluttered and tidy state at all times
- Provide resourcing assistance to students and staff
- Ensure laptop computers are secure and fully charged when not in use
- Report any faulty equipment or tools and take appropriate action
- Operate and maintain all equipment including audio visual equipment, laptops, projectors, and other technologies

### **Other**

- Attend to other general library / ILA duties or special projects as required
- Participate in liturgical events such as Whole School Masses and other festive events
- Participate in school activities such as Athletics Day, Aquatics Day and the like
- Attend general Staff Meetings and other in-service activities as required
- Perform any other duties as required from time to time by the Principal (or delegate)

## **4. PROFESSIONAL RESPONSIBILITIES**

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### **Professional**

- A sound knowledge of the following, and be willing to participate in Professional Learning opportunities to maintain currency, enhance knowledge and implementation of:
  - Library systems and practices
  - Copyright laws and practices within a school setting
  - Audio visual resource and use
  - A wide range of digital resources
  - An understanding of ICT hardware and software support skills across multiple platforms
- Relevant tertiary qualifications, Certificate or Diploma or working towards

### **Personal**

- Have a commitment to uphold and contribute to the ethos of OLSH College and Catholic schools
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures
- Effective written and oral communication
- Patience and flexibility when dealing with a range of situations and people, including the ability to respond to staff and student needs

## **5. PROFESSIONAL SPECIFICATIONS**

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### **Essential**

- Possess an understanding of Library systems and resources to support teaching and learning
- Experience and competence in a range of computer software packages including the full Office suite to a competent level
- Be able to demonstrate efficient organisational skills including meeting deadlines
- Complete tasks accurately and in a timely manner
- Ability to shift priorities in order to respond to changing requirements
- Ability to exercise discretion, use initiative and solve problems
- Be flexible, adaptable, resourceful, reliable, and innovative in all aspects of the work.
- Have the ability to encourage positive team commitment and contributions through own commitment, enthusiasm and energy

- Ability to work both cooperatively and collaboratively as a member of a team and independently/autonomously
- Possess excellent interpersonal and communication skills in particular the ability to effectively and tactfully deal with all members of the OLSH Community, ensuring cross-cultural sensitivity
- Develop and maintain good working relationships with staff, students, their families and the broader OLSH College Community
- Ensure high levels of confidentiality are maintained as required

**Desirable**

- Experience in working in a Library/Resource Centre within a school setting

## 6. CHILD PROTECTION AWARENESS

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Our Lady of the Sacred Heart College assures the right of every member to a safe environment and the responsibility of every person to promote safe practices. Our Lady of the Sacred Heart College is committed to Child Protection and protective practices. This includes responsibility of the College's employees for Child Protection.

*Child-Safe Environments Responding to Risks of Harm, Abuse and Neglect: Education and Care* (RRHAN-EC) training is now a compulsory certificate for all staff working in a school environment and all staff need to attend 3 yearly updates.

## 7. WORK HEALTH SAFETY & WELFARE

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This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012. As a *Worker*, while at work you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 and 28 WHS Act 2012.

## 8. SPECIFIC REQUIREMENTS

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Acquire and maintain;

- Full SA Driver's Licence
- Current First Aid for Schools and Centres
- Approved 'Responding to Risks of Harm, Abuse & Neglect' (RRHAN-EC) training
- Current Working with Children Check (WWCC) to work in Catholic Education SA
- Salt learning modules (or equivalent), as issued by Catholic Education SA.
- Annual sign off is required for:
  - CESA Code of Conduct, Privacy Statement and ICT Acceptable Use Guidelines
  - Protective Practices for Staff in their interactions with children and young people.

## 9. OTHER RELEVANT INFORMATION

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The Position Information Document is a *guide only* and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Information Document is subject to review and modifications by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

## 10. PERFORMANCE REVIEW

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The employee must undertake performance review on an annual basis. On the first anniversary of appointment and at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate and conforms with the classification levels set out in the SA Catholic Schools Enterprise Agreement.

## EMPLOYEE ACCEPTANCE STATEMENT

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I accept the above appointment as ESO – Resource Hub Officer and confirm that I am fit and able to perform the requirements of the position.

SIGNED (Principal or Delegate) \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

SIGNED: (Employee) \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

ROLE OF REVIEW DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PERFORMANCE REVIEW DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_