



Position Title	Assistant Librarian
Reports to:	Librarian
Campus	Beth Rivkah Secondary
Blurb	<p>Yeshivah - Beth Rivkah Colleges is an Independent School based in East St Kilda in Melbourne, and is comprised of two Primary and two Secondary Schools, an Early Learning Centre and a Creche.</p> <p>We are dedicated to providing an exceptional education to all Jewish children in a welcoming and safe environment, enabling them to achieve personal excellence and fulfilment.</p> <p>Our Girls High School (Beth Rivkah Ladies College) is looking for an experienced part time Assistant Librarian to assist the Librarian in providing information services to the school community.</p>
Requirements	Library qualifications and experience preferred.
Commencement Date	25 th January, 2022
Employment Status	Ongoing Part time (.6 FTE) Working hours can be flexible.
About the Role	<p>The Assistant Librarian directly reports to the Librarian. The role of the Assistant Librarian is to assist the Librarian in providing information services to the school community.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> • Maintenance of physical environment of the library to ensure a pleasant space for staff and students to work • Circulation of library materials using Oliver Library Management System • Cataloguing of new materials • Processing of new materials, and repairs and maintenance to existing collection • Shelving • Assisting with library displays • Supervision of students in the library • Provision of advice and assistance to staff and students regarding specific information needs • Loan management of school-based IT equipment



<p>YBR Colleges Can Offer You</p>	<ul style="list-style-type: none"> • Professional development • Flexibility and work life balance • A community school where all are dedicated and passionate about achieving outcomes for all of our students • Employee benefits (retail and lifestyle discounts) via our FlareHR employee program
<p>About You</p>	<p>You have;</p> <ul style="list-style-type: none"> • Strong organisational, communication and interpersonal skills – a warm and friendly disposition • Highly developed time management and organisational skills with a proven ability to multi-task and prioritise • Excellent verbal and written communication skills • The knowledge and commitment to promote the safety and wellbeing of children and young people • An open-minded and flexible approach and a willingness to support the values and ethos of the Jewish faith. • The right to work in Australia <p>You are committed to;</p> <ul style="list-style-type: none"> • providing a welcoming and safe environment for children and young people • ensuring that your interactions with children and young people are positive and safe • providing excellent care and supervision of children and young people in your charge
<p>For more information or to submit a cv please contact</p>	<p>For a detailed Position Description or to make any enquiries about this opportunity, please email linda.bird@ybr.vic.edu.au.</p> <p>Please apply online, including a Cover Letter addressing your suitability for this role and your current CV.</p> <p>Yeshivah - Beth Rivkah is an accredited Child Safe Organisation with the Australian Childhood Foundation and committed to Child Safety. Successful candidates will require a current Working With Children Check or VIT registration, and to complete Child Safety Training prior to commencement.</p> <p>All staff, volunteers, contractors and visitors to YBR Colleges are required to show evidence of COVID-19 vaccination.</p>
<p>Applications Close</p>	<p>Wednesday, 8th December, 2021</p>