



WHITEFRIARS  
CATHOLIC COLLEGE FOR BOYS

## LIBRARY TECHNICIAN

Title	Library Technician
Classification	Education Support Officer, Category B, Level 3
Time fraction	0.6 FTE (Monday, Tues & Thurs or Fri)
Employment status	Part Time, Ongoing
Role Description reviewed	March 2026

Whitefriars College provides a quality education for young men grounded in the Catholic Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society.

The College supports every student to seek and achieve excellence in their learning, their relationships, and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness. At Whitefriars College we value:

- **Faith** Shared faith expressed through contemplation, community and service.
- **Gentleness** The expression of gentleness as the intelligent way to express masculinity.
- **Excellence** Excellence and collaboration in learning, teaching and in all we do.
- **Respect** Positive, inclusive and respectful relationships across our community.
- **Justice** Action and advocacy for equity, justice and environmental stewardship through words and deeds.

### Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected that all staff employed in a Catholic school:

- accept the Catholic educational philosophy of the school.
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- by their teaching ministry, other work and by personal example strive to help students and families to understand, accept and appreciate Catholic teaching and values.
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act.
- Continuously work towards their accreditation to teach in a Catholic School as per the Victorian Catholic Education Authority (VCEA) policy.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, along with activities directed at the broader aims of the College.

**Whitefriars College** is committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms and **Ministerial Order 1359**.

Catholic school communities place the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, Catholic schools seek to fulfil their mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all. Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

## Overview

The Library Technician plays a key role in supporting the Whitefriars community by contributing to the effective and efficient services and administration of the Shortis Library. The incumbent is expected to have a passion for digital resourcing and a collaborative approach. The role focuses on providing resources, programs and support for student learning and teaching, which contribute to the achievement of educational outcomes of the College. The Library Technician is expected to support the vision and goals of the College as a learning community and to participate in ongoing professional learning.

The Library Technician works as part of the library team with specific tasks as outlined, and other duties as directed by the Library Learning Leader. The Library Technician is directly responsible to the Library Leader, the Deputy Principal - Learning and Teaching, and ultimately to the Deputy Principal -Staff and the Principal.

## Key Responsibilities

### Library Management System (LMS)

The Concord Infiniti Library Management System (LMS) is a central access point for library resources. The Library Technician will create, maintain, and configure within the system to achieve high standards of:

- Acquisitions Management
- Copy and Original Cataloguing
- Circulation Management
- System Administration

### Collections and Resourcing

Resources in the library need to be easily accessible and reflect the curriculum and the recreational needs of the students and staff. The Library Technician will:

- Identify and source curriculum and recreational material for the library
- Order and accession resources, including practice tasks and exams
- Create and import accurate metadata to enable access to the collection
- Upload and maintain access to digital library resources
- Cover, process and prepare resources for use by the College community
- Update item records on the library management system
- Support Learning Leaders to identify resources for resource listing
- Maintain and repair the physical collections
- Withdraw resources from the collection to maintain collection relevance
- Participate in stocktaking
- Devise data processes to support resourcing e.g. using SharePoint lists or Excel

### Learning Technologies

Learning technologies are integral to the delivery of resources and library programs for the support of teaching and learning. The Library Technician will:

- Assist with innovation via library digital platforms to enable improved access to resources
- Initiate and respond to new and emerging technologies to support learning and teaching

### Services

The Library is a stimulating, helpful environment that is a focal point and showcase for student learning, achievement and where students feel confident that their information and recreational needs will be met. The Library Technician will:

- Circulate resources to staff and students
- Assist in the supervision of students during class and non-class times
- Provide advice to students about young adult literature
- Participate in shelving, shelf checking and general tidiness
- Maintain library equipment and software and liaise with other College staff as required

- Have oversight of tasks to be allocated to library casuals and volunteers

### **Events & Promotions**

The Library is a centre of 'community' and facilitates literature-related programs and other special events. The Library Technician will:

- Create, or assist in the creation of digital and physical promotions appropriate to library resources or College programs
- Assist with administration and promotion of the College Reading Challenge
- Assist with activities in Book Week and other regular or special events

**General Duties** shared with members of the Whitefriars College Shortis Library Team include:

- Respond to the needs of teachers and learners in a supportive and proactive manner
- Handle general enquiries and offer research assistance to students and teaching staff
- Provide reading recommendations to the Whitefriars community
- Participate in special projects, i.e. College Feast Day, Open Day, Book Week, etc.
- Complete materials processing and preparation
- Develop and maintain digital and physical learning resources
- Maintain a tidy and welcoming library environment
- Provide equitable intellectual and physical access to learning materials that will enable the opportunity for members of the college community to become critical thinkers and effective and responsible users of information

### **Key Relationships:**

- Collaborate with the Learning Leader- Library, and fellow Library team members, within meetings, program planning, and reviews
- Support Library team members to provide sessions in wider reading and research skills
- Liaise with teaching and support staff to identify and source curriculum resources
- Liaise with external resource providers e.g. publishers and digital platform vendors
- Liaise with the College ICT department as required

### **Key Selection Criteria**

- Commitment to the Ethos and Values of Whitefriars College
- Ensure a Child Safe environment and adherence to MO1359
- A Library Technician qualification/ progress towards, that entitles library technician membership to ALIA (Australian Library & Information Association) or equivalent qualifications and experience
- Proven experience and proficiency in Library Management Systems and digital information platforms
- Strong organisational, administrative and technical problem-solving skills
- Excellent interpersonal and communication skills with the capacity to work collaboratively
- Experience supporting learning and engagement through library services, programs and resources

This position is employed in accordance with the terms and conditions of the Catholic Education Multi Enterprise Agreement 2022CEMEA.

All employees at Whitefriars College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

The successful applicant will be required to hold a working with children check, inclusive of a current National Police Check.



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## Application

Applicants should submit:

- A covering letter of *no more than one page* outlining why the application is being made for the position
- A response of *no more than one page* on your ability and experience that will enable you to undertake the various aspects of the role
- An up-to-date Curriculum Vitae
- The names and contact details of at least three relevant referees

Applications should be addressed to **Mr Mark Murphy, Principal, Whitefriars College**

and must be submitted by **9.00 am on Monday, 27 April 2026.**

Any enquiries regarding the role should be directed, in the first instance, to Ms Nipuni De Silva, Human Resources Manager on 9872 8214.