

Epsom Girls Grammar School Vision and Values

Vision: Enabling students to be confident, active, resilient learners

Epsom Girls Grammar School is a leading New Zealand school founded on traditions of service and commitment to girls' education and focused on developing young women to become confident and resilient learners, actively contributing to their communities.

Values: Courage, compassion, curiosity, community

Position:	Library Assistant Fixed term, Part Time, 35 hours per week, Term Time Only
Responsible to:	Director of Library Services
Direct involvement with:	Library staff and students
Primary responsibility:	Contribute to the development of an inclusive and supportive learning environment within the specific context of the Library.

Key Responsibilities:

- Assist in the daily operation of the school library, including the issuing and receiving of books and other resources.
- Assist with routine tasks including repairs, cleaning, weeding and processing books and stocktaking.
- Uses relevant library management systems effectively, including following processes to ensure overdue items are recovered and the adding and receiving of book orders.
- Help maintain inclusive, innovative learning hubs within the library spaces at Epsom Girls Grammar School.
- Undertakes a range of general administrative tasks, including setting up signage, displays and posters.
- Foster a love of reading and help maintain the Library collections.

The successful applicant should :

- Demonstrate an understanding of, and commitment to Te Tiriti o Waitangi
- Develop an understanding of restorative practices, and who understands the importance of building and maintaining constructive relationships
- Hold personal and professional values that are inclusive of all students and their diverse backgrounds and model these appropriately both in class and in the wider school arena
- Have experience in a library
- Good organisational and computer technology skills, including experience with library management systems, preferably Oliver
- Knowledge of ITC in schools, including social media and online databases
- Able to relate to a wide range of people, particularly young women
- Be Interested and have knowledge about young adult literature
- Be Interested and have knowledge of the NZ Curriculum
- Be committed to professional development
- Front facing customer service experience