Rostrevor College

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ESO – Ideas Centre Support

Position Information Document

Position Title	Ideas Centre Support
ESO Grade	3
ESO Stream	Resources
Employment Type	Permanent
Line Manager	Director of Business
Reporting to	Ideas Centre Coordinator
Key Working Relationships	Teaching and ESO Staff
	Students (Reception to Year 12)

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia, the local community and Principal are empowered with the responsibility of plotting the future course for the College; a course that best captures the aspirations of local families. In doing so, we use The EREA Charter and the four touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education to shape our planning as a contemporary College that is grounded in the Edmund Rice Tradition.

The Rostrevor College Ideas Centre is a vibrant hub for creativity, collaboration and innovation. It provides a space for students and staff to explore ideas and learn together, fostering curiosity and confidence.

With little direction and supervision of Ideas Centre Coordinator, the Ideas Centre Support is responsible for undertaking a broad range of responsibilities to support the effective operation of the Rostrevor College Ideas Centre, providing professional support and services that enhance teaching, learning and student engagement. The role works closely with the Ideas Centre Coordinator, teaching and non-teaching staff, students from Reception to Year 12, and the wider college community.

The Ideas Centre Support, as a member of the Ideas Centre Team, will ensure that all work completed is compliant with legislative, safety and policy requirements.

KEY AREAS OF WORK

The Ideas Centre Support will undertake duties including, but not limited to:

Ideas Centre Resources

- Maintain the collections of resources in the Ideas Centre, such as shelving returned books, mending and repairing, loans and returns, and shelf order
- Compile and review borrowing and overdue lists, issuing reminders as needed, and providing other data and reports as required in the return or review of resources
- Operate the Ideas Centre Library Management System (Oliver)
- Under the guidance and direction of the Ideas Centre Coordinator, maintain Library Management System records
- Locate and download catalogue records as required
- Prepare new resources for circulation, and for borrowing in a timely and efficient manner
- Ensure and maintain accurate and consistent records for resources
- Download, catalogue and circulate requested digital media materials using Clickview

Promotions and Displays

- Design, prepare, and install relevant and engaging displays which promote key focus areas and themes of the Ideas Centre and of the wider College
- Seek innovate and proactive ways to promote key focus areas of the Ideas Centre

Ideas Centre Services

- Assist students and staff with their use of the Ideas Centre catalogue
- Assist students and staff with enquiries, and support their sourcing and use of relevant resources
- Assist students and staff uin the use of key databases subscribed to by the College
- Actively seek and contribute to services which are engaging and rewarding for students and staff
- Actively supervise and support students in the Ideas Centre before school, after school, during break times, and in supporting teaching staff during lessons and study
- Coordinate the circulation of equipment in consultation with the Ideas Centre Coordinator, as well as supporting students and staff in their use of equipment as required
- Support the daily operations of the Ideas Centre, supporting staff and students as needed

Administration and Housekeeping

- Support the ongoing housekeeping and tidyness of the Ideas Centre
- Support in the input of data into relevant records and systems, such as invoicing and ordering
- Perform clerical and administrative duties in supporting the operations of the Ideas Centre
- Assist in the relief cover of staff, such as Reception or other administration roles, as required
- Support the Ideas Centre Coordinator in the organisation, coordination and completion of tasks associated with the annual stock take.

General

- Positively participate in College activities, events, required training, professional development and professional reviews.
- Perform any other duties in line with your current classification as required from time to time at the discretion of the Principal (or delegate).

PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the college.
- Ability to perform a broad range of tasks associated with the area of responsibility, applying technical competence, experience, knowledge, and skills.
- High level proficiency in using a computer and applicable programs, and the ability to operate a broad range of office and other ICT equipment, including some specialist equipment.
- Sufficient knowledge to operate within set budget parameters.
- Ability to interact positively with all members of the school community and supervise volunteers, individual students, or groups of students.
- Strong communication and interpersonal skills to foster collaboration, flexibility and be an effective member of a team.
- Experienced in taking responsibility for own outcomes in relation to specified quality standards which may involve significant initiative and responsibility.
- Ability to work with little direct supervision, take direction on broader technical aspects of the work, and identify and apply skill and knowledge in some depth to most matters to achieve required work output and objectives.
- Effective time management and organisational skills and ability to prioritise tasks to meet timelines for required outcomes.
- Ability to apply solutions to a range of problems and analyse and plan approaches to technical and related problems, including locating, analysing and evaluating information from a variety of sources.
- Demonstrated ability to maintain appropriate confidentiality.
- Demonstrated ability to assist in dealing with emergencies and/or unexpected situations.
- Willingness to participate in school activities, undertaking training and professional reviews.

ROLE REQUIREMENTS

- A Certificate IV in Library and Information Services (or equivalent) and/or relevant demonstrated competencies in a comparable role.
- Act in accordance with the CESA Code of Conduct, EREAC Code of Conduct and all other applicable guidelines provided by EREAC and CESA.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their 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, with any reasonable instruction given by the employer.
    - Co-operate 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.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.