

- Under direction, assist with budget preparation and resource-related research to support the needs of the Campus.
- Under direction, assist with evaluation and selection of new equipment, along with the preparation of purchase orders for equipment and materials.
- Provide assistance to students and staff to locate and access reference materials, providing information and support as applicable.
- Oversee the activities of small groups of students working independently in the Student Hub.
- Plan, organise and conduct tasks associated with the annual stock-take.
- Actively and positively engage in school activities, events, required training, meetings, and professional reviews.
- Undertake any other duties as required by the Principal (or delegate).

Work Health & Safety

- Comply with WHS policies, practices and priorities, within area of responsibility.
- Maintain the Student Hub and facilities to meet all WHS obligations and requirements.
- Ensure adequate protective clothing and equipment is available and properly utilised when undertaking tasks requiring it.
- Assist in conducting WHS inspections and audits, and coordinate appropriate corrective action, as required.
- Participate in any WHS-related activities, as required

Person Specification

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- 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 and the Charter for Staff in Catholic Schools in South Australia.
- 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.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

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.