



Mary MacKillop

Catholic Regional College

Learning Resource Assistant

Hours of Work: Monday- Friday - 8:30am to 3:36pm, (with 30 minutes for a lunch break)

Mary MacKillop College is an innovative and contemporary learning community which has exceptional facilities, offers a vibrant curriculum and well-established wellbeing initiatives. Our community invites passionate engagement in lifelong and authentic learning. We acknowledge diversity of potential and are responsive to individual needs. Every member of our community is supported in the pursuit of excellence.

Child Safety

Mary MacKillop Catholic Regional College is committed to the safety and wellbeing of our students. The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse.

Primary Objective of the Role

- I. Support student learning
- II. Assist in the day-to-day operations of the Learning Resource Centre
- III. Maintain the resources and materials within the Learning Resource Centre

Staff Member in the role:	
Key duties & Responsibilities	<ul style="list-style-type: none">• Issue and renew materials within college lending rules (e.g. must be borrowed through the library management system, 21-day loan period, return or renew items within the 21-day period.)• Assist students locating materials• Reviewing and updating Oliver, Library Management System• Taking student rolls, supervising students using library for study lessons• Checking student class passes• Care and maintenance of the photocopier• Supervision of students as directed• Organising displays• Basic Tidying and cleaning of the library• Restocking shelves and organising library materials

	<ul style="list-style-type: none"> • Other duties as directed by Teacher Librarian or Principal/or Business Manager
Qualifications, Skills and Experience	<ul style="list-style-type: none"> • High level of interpersonal skills and ability to work within a team • Strong organisational and time management skills • Highly developed verbal and written communication skills. • Demonstrated ability to work with others towards a common goal. • Be able to provide care and support for students whilst supporting and respecting the ethos of the school and its environment. • Personal resilience, enabling effective organisation of multiple and conflicting demands • Capacity and flexibility to work with a range of teachers and students and school community • Be a suitable person to engage in child-connected work. • Working with Children Check (not volunteer) • National Police Record Checks. • Be supportive of the philosophy of Catholic education • Experience within a library (highly desirable) • VIT registration (highly desirable)* <p><i>*VIT registration is highly desirable, as a high level of student supervision will be required. The successful candidate will be remunerated accordingly.</i></p>
Reports Directly to	Business Manager
Last reviewed	April 2025