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## Position Vacant

### **LIBRARIAN TEMPORARY CONTRACT – TERMS 2 & 3 2023**

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Cranbrook School is seeking an experienced Librarian for our Senior School campus at Bellevue Hill for Terms 2 and 3, 2023.

#### **ABOUT THE POSITION**

The Librarian plays a key role in the delivery of library services, resources and facilities that support teaching and learning to the Senior School students and staff.

Responsibilities include the provision of a range library and information services and assisting in providing a pleasant and inviting environment for students. Tasks span a range of library activities including assisting with collection maintenance, resources development, equipment and materials handling, supervision of students and supporting students with research skills.

The Librarian will work closely with the Director of Digital Learning and Research and will operate and maintain a variety of digital platforms to deliver library services and resources.

Cranbrook School staff enjoy a stimulating work environment as part of a team of talented professionals, excellent opportunities for professional development, and attractive remuneration and benefits.

#### **ABOUT YOU**

You will have an appetite for a busy but key supportive position in a dynamic educational environment. An experienced librarian, you have a demonstrated customer service-based approach in all interactions, strong IT skills and experience with learning management systems.

You are an excellent communicator, creative, and able to work well with students, staff and teachers. You are committed to continual professional development and reflection, and have a genuine interest in the growth of young people.

#### **SELECTION CRITERIA**

- A recognised qualification in Library and/or Information Science
- Demonstrated experience in a school library setting preferably at the senior school level
- Exceptional written and verbal communication skills
- Highly organised with excellent time management skills
- Strong interpersonal skills
- Knowledge of current trends and technologies in Library Services and Information Management
- A firm commitment to safeguarding and promoting the welfare of children.

Experience working in a school library and knowledge of Destiny and Canvas are desirable but not essential. Experience within in an independent school or with the IB Framework would be advantageous.

**CLOSING DATE: 19 March 2023**

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#### **HOW TO APPLY**

Applications should include a resume and a cover letter addressing the selection criteria and reasons for your interest in the position. Applications should be submitted via email to [recruitment@cranbrook.nsw.edu.au](mailto:recruitment@cranbrook.nsw.edu.au). Details of at least three referees will be requested from the successful applicant.

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#### **ABOUT CRANBROOK SCHOOL**

Cranbrook is an Anglican, independent day and boarding school, Pre-school to Year 12.

Our vision is to be a world class school which encourages and enables all of our students to explore, enjoy and fulfil their potential. We lead our students to discover and make the most of their talents, to thrive in, and love the pursuit of, excellence. As a school we energise the educational environment by offering a rich and distinctive schooling both within and beyond the curriculum and give powerful pastoral support. Cranbrook builds resilience and confidence so that each student can face the challenges of the twenty-first century with personal confidence, intellectual versatility, academic hunger and optimism.

Cranbrook is an International Baccalaureate (IB) World School, and is accredited as an IB Continuum School, offering the PYP, MYP and IB Diploma Programme.

Cranbrook School is a child safe organisation. We actively promote the safety and wellbeing of all students and are committed to protecting our students from abuse and harm.

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#### **WORKING WITH CHILDREN CHECK, VACCINATION AND WORKING RIGHTS**

The successful applicant for this position will be required to hold a current NSW Working with Children Check clearance and be fully vaccinated with a COVID-19 vaccine.

Applicants must be an Australian citizen or permanent resident or hold a visa with appropriate working rights.