



Position Vacant

SENIOR SCHOOL LIBRARIAN TERM 3, 2025 START

Cranbrook School is seeking a forward-thinking Librarian to play a pivotal role in our Library team during an exciting period of transformation to co-education.

ABOUT THE POSITION

This is a term-time only position based at the Senior School campus in Bellevue Hill working Monday to Friday from 9am to 5pm.

This role blends traditional library expertise with cutting edge innovation. Responsibilities include the provision of a range of library and information services and assisting in creating a pleasant and inviting environment for students. Tasks span a range of library activities including collection maintenance, resources development, equipment and materials handling, supervision of students, and supporting students with research skills.

In this role, you will have the opportunity to be at the forefront of educational technology, operating and maintaining a variety of digital platforms to deliver library services and resources. This includes emerging technologies such as virtual reality, augmented reality, and AI-based learning tools.

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 are a dynamic individual with an appetite for a busy but key supportive position in a vibrant 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, parents and other 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
- A minimum of 3 years' library experience preferably at a senior school
- Deep knowledge of library systems and processes
- Exceptional written, verbal and interpersonal communication skills
- High level organisation and time management skills
- Knowledge of current trends and technologies in Library Services and Information Management
- A passion for learning and an interest in emerging technologies
- A level of mobility that supports the ability to respond to a first aid / behavioural incident
- Strong physical, mental and emotional health to deal with the required demands and responsibilities of the role
- Current First Aid and CPR qualifications
- A firm commitment to safeguarding and promoting the welfare of children
- A demonstrated understanding of child safety and appropriate behaviours when engaging with children.

Experience with, or knowledge of the International Baccalaureate (IB) is not essential but will be advantageous.

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. Details of at least three referees will be requested from the successful applicant.

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.

WORKING WITH CHILDREN CHECK AND WORKING RIGHTS

The successful applicant for this position will be required to hold a current NSW Working with Children Check clearance. Applicants must be an Australian citizen or permanent resident or hold a visa with appropriate working rights.