



Peninsula Grammar School

Date:
18/03/21

Position Description

Position Title	Collections Coordinator
Reports to (Position)	The Deputy Principal
Location	Melbourne, Australia
Employment Status	Part-time Ongoing

Components of this Position Description	
1	Organisational Profile
2	Position Objective
3	Key Stakeholders
4	Core Responsibilities and Accountabilities
5	Key Capabilities and Competencies
6	Qualifications, Registrations and Experience
7	Additional Information and Special Conditions

This Position Description is a summary of the core responsibilities and expectations of the Collections Coordinator. The incumbent may be directed to perform other functions to support the organisation to achieve its objectives.

1. Organisational Profile

Peninsula Grammar School (PGS) is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning, we encourage them to take up life's challenges both at the School and beyond. The School values a spiritual and moral view of life that prizes the highest standards of personal character with a Christian ethic of service and concern for others.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Leadership Team, the members of which play a significant role in developing, implementing, and evaluating School policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

All employees of Peninsula Grammar have a responsibility to:

- Reflect and nurture the aims and philosophy of the School in the course of their work
- Through the example displayed in their approach to their work, energise fellow staff, students and parent by fostering quality relationships and community development
- Provide effective role modelling through the use of appropriate conflict resolution and negotiation skills
- Maintain strict confidentiality and support for the School
- Maintain professional competence and current knowledge in educational trends
- Maintain a client-centred approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the School Leadership Team. The appointee to this position will be required to participate in a regular performance review in accordance with the School Professional Review and Development Program.

PGS is committed to promoting diversity and inclusion at the workplace and expects employees to consistently demonstrate its values through the quality of their work performance and conduct.

2. Position Objective

The Collections Coordinator is responsible for the smooth day to day running of the WIT Institute. This involves maintaining rosters, bookings, general liaison, and being responsible for the physical environment of the WIT Institute. The Collections Coordinator also has an administrative and technical role; accessioning and creating data for items such as audio-visual materials, books, journals, and will be responsible for circulation duties, stock maintenance and overdue items. The School reserves the right to alter roles and responsibilities as operational needs require.



3. Key Stakeholders

Internal

- Principal and Deputy Principal
- Director of Curriculum and Creativity
- The Lead Teacher - WIT
- Head of Year
- Deputy Head of Middle Years School Learning and Curriculum
- Business Manager
- Teaching Staff
- Students

External

- External providers
- Organisations & Industries

4. Core Responsibilities and Accountabilities

The Collections Coordinator understands, promotes, and advances best practice across the School.

Key Responsibilities

- Cataloguing and Processing
- Searching other databases, e.g. National Library of Australia catalogue
- Original cataloguing of items
- Circulation Desk duty
- Managing the Collections Catalogue and supporting its use by students
- Assistance to students with basic research methods
- Shelving
- Processing – barcoding, stamping, spine labelling and covering
- Assistance with photocopying, scanning, printing, uploading data
- Maintaining the overdue system
- Operate and maintain all library equipment including audio visual equipment, projectors, iPads and laptops
- Assistance with stocktaking resources in the library
- Other duties as determined by the Lead Teacher - WIT

Child Safety

- Ensure adherence to all student safety standards and mandatory reporting requirements
- Attend training to maintain compliance with all child safety legislation, standards and regulations
- Complete all mandatory training in a timely manner
- Escalate and report all matters related to student safety immediately

5. Key Capabilities and Competencies

The incumbent is expected to have established knowledge, skills, and competencies to be effective in this role:

- Strong IT skills, including maintenance of a variety of online systems
- The ability to work flexibly as part of a team
- Strong written and verbal communication skills
- Ability to work on own initiative
- Excellent organisational skills
- Excellent oral communication skills, especially in relation to staff, students and parents



Position Description

- Enthusiastic, energetic, flexible with pro-active attitude
- Positive approach to change and development
- Strong OHS awareness
- Excellent time management and organisational skills

6. Qualifications, Registrations and Experience

Qualifications & Registrations

- Relevant tertiary qualification, Certificate or Diploma
- Current Working with Children's Check

Experience

- Minimum of 3 years' experience in a similar role
- Work experience in the education sector (preferable)
- Experienced in safe manual handling practices
- Proven ability to work with stakeholder groups to complete required tasks across varied contexts
- Confident in working autonomously and in a team setting to produce quality outcomes
- Ability to multi-task and manage time effectively to deliver on priorities Demonstrated ability to adapt to changing circumstances
- An appreciation of the changing role of the WIT and the capacity to adapt accordingly

7. Attributes

The following attributes will be relevant to support the incumbent in performing this role:

- Adaptability
- Strong critical think skills
- Strong people management skills
- Outstanding problem-solving skills
- Excellent written and interpersonal communication skills
- High level of positive initiative
- Team-driven ('One School')
- Clear sense of personal accountability
- Strong work ethic
- Honest, trustworthy, and respectful
- Display empathy, commitment, and resilience
- Reliability and punctuality
- Embracing of change and improvement
- Genuine interest in the School, students, and families in the School Community

8. Additional Information and Special Conditions

- As a member of the School staff, the incumbent is committed to the Aims and Philosophy of the School
- In all matters concerning employment, this position is ultimately responsible to the Deputy Principal. However, for practical purposes, these functions are delegated to the Lead Teacher - WIT. In its day-to-day duties, the role will be responsive to the needs of the School



Position Description

- Core Demands

PHYSICAL DEMAND	RARELY <15%	OCCASIONALLY 15-30%	REGULARLY 30-85%	FREQUENTLY >85%
Sitting	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Running	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Exposure to noise	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (steps / stairs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Working from heights (>2metres)	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling (>5kgs)				
Lifting	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Pushing	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>