

Education Resources Manager

**Permanent
Full time**

Commencing Term 1, 2019 (or earlier by arrangement)

LOWTHER HALL

Lowther Hall is an inclusive school for girls from Kindergarten to Year 12, committed to excellence for all. Situated in Essendon, it is the only Anglican independent school for girls in the area. The School has a maximum enrolment of 800, a size which enables each girl to be known as an individual. Lowther Hall is a learning community in which staff and students work together to achieve the shared goal of educating the whole girl for the whole of life.

POSITION DESCRIPTION

This position has emerged out of a review of the School's Library/Learning Resources Centre and is a new role for 2019. There will be two Education Resource Managers working under the new structure. Duties will be shared between these two individuals based on the strengths of the individual and the operational needs of the School.

The main duties will include:

- Taking responsibility for resourcing specific areas of the School's Learning Management System, Schoolbox and working with teaching staff to assist them in the provision of learning resources via this platform.
- Database management (WorldShare, Britannica, Overdrive, EBSCO eBook collections)
- Statistical reporting: generating of reports from WorldShare to review statistics on loans and stakeholder use of resources, including information on trends with patron usage and resource requirements
- Following up on students leaving Lowther, liaising with year level coordinators, (items still on loan, etc)
- Following up staff and students new to Lowther Hall: keeping up to date with new staff and students, and ensuring they are added to all library systems and databases in a timely manner, to ensure full access to available resources
- Online content management: ensuring content requested by teachers is added to the appropriate platform in a timely manner (eg ClickView, Libguides, etc)
- Liaising with teachers and staff; approve interdepartmental purchase orders; ensure resourcing is aligned with Curriculum requirements

Support of the School's values is essential.



SELECTION CRITERIA

Applicants should provide a statement of no more than 300 words which outlines the ways in which they fulfil the following criteria:

1. Appropriate undergraduate qualifications in librarianship, information management or IT
2. A proven record as an outstanding resource manager
3. Knowledge of library management systems and relevant databases (knowledge of "School Box" is an advantage)
4. A proven ability to develop productive relationships with students, staff and parents
5. Excellent organisational, administrative and presentation skills
6. An understanding of the Lowther Hall context and requirements for ensuring child safety

APPLICATIONS

Applicants for this position, Education Resources Manager, should include in their application the following information:

1. Full name
2. Residential/Postal address, email and phone contact details
3. Religious affiliation (optional)
4. Educational qualifications (a certified copy of Academic Transcript is required)
5. Previous work history
6. A statement of no more than 300 words addressing the selection criteria
7. A colour photocopy of VIT registration card
8. The names, addresses and telephone numbers of three professional referees from whom confidential information may be sought.

Applications close at 9:00am on Friday 10 August 2018. **They should be emailed to employment@lowtherhall.vic.edu.au and addressed to the principal.**

