

*All about the girl*

## Senior School Education Resources Manager

**Permanent Full Time Position  
Commencing 27 February 2023**

---

### 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 900, 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 BRIEF

The Senior School Education Resources Manager plays a key role in the smooth running of the Senior School Library. The successful applicant should have relevant experience in librarianship. The successful applicant will be directly assisting the Senior Education Resources Manager. They should demonstrate exemplary communication and organisational skills; along with a desire to provide a balanced approach to support and assistance. The successful applicant will be a strong team player and enjoy working with others in a team environment. A confidence in maintaining a variety of databases is a strong advantage.

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 ALIA recognised qualification in librarianship or information management
2. Knowledge of library management systems (OCLC Worldshare and WorldCat), relevant databases and websites (such as ClickView, Overdrive, Britannica, Libguide, Ebsco, etc) would be beneficial. Knowledge of Microsoft Office and Excel is essential.
3. A proven ability to develop productive relationships with students and staff.
4. Excellent organisational, administrative and presentation skills, and written and verbal communication skills.
5. Ability to manage competing demands, prioritise workflows and respond to queries in a timely manner.
6. Knowledge of current themes and trends in Young Adult literature is highly desirable, plus a willingness to engage with Young Adult literature as a reader.
7. Knowledge around resourcing the Curriculum with age-appropriate, reputable non-fiction material is beneficial.
8. An understanding of the Lowther Hall context and requirements for ensuring child safety



## ADDITIONAL REQUIREMENTS

1. Current Working with Children Check registration
2. Willingness to undertake a National Criminal History Record Check upon appointment
3. Current Level 2 First Aid and CPR Certificate – with a commitment to on-going training
4. Current anaphylaxis management qualification
5. Current asthma management qualification

## APPLICATIONS

Applicants for this position, Senior School 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. Evidence of educational qualifications
5. Previous work history
6. **A statement of no more than 300 words addressing the selection criteria**
7. A copy of your current WWC card
8. Evidence of current level 2 First Aid and CPR Certificate, Asthma and Anaphylaxis training or the willingness to undertake such qualifications prior to commencing
9. The names, addresses and telephone numbers of three professional referees from whom confidential information may be sought.

Applications should be forwarded to: [employment@lowtherhall.vic.edu.au](mailto:employment@lowtherhall.vic.edu.au)

