



**Monivae**  
College Hamilton

## Library Coordinator

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice. We are a future focussed school supporting staff in their professional growth and leadership. Please click the link for a [virtual School tour](#).

Monivae College welcomes the opportunity to meet with suitably qualified professionals. The Library Coordinator is responsible for the overall leadership, management and day-to-day operation of the College Library, ensuring it functions as a dynamic learning hub that supports student learning, literacy development and wellbeing.

Key responsibilities include:

- Leading the day-to-day operations of the College Library
- Managing Library systems and databases, as well as the selection, acquisition and management of Library resources
- Assisting teaching staff with sourcing, preparing and managing learning materials and resources
- Maintaining a welcoming and inclusive Library space that supports both learning and student wellbeing
- Monitoring overdue resources and managing follow-up processes
- Providing administrative oversight including data management, record keeping and system accuracy

### Enquiries

For more information please contact Miss Elle Guthrie, Director – Compliance, Risk and Culture, [eguthrie@monivae.vic.edu.au](mailto:eguthrie@monivae.vic.edu.au), 0458756242.

### How to Apply

Applications are to be addressed to the Director – Compliance, Risk and Culture, Miss Elle Guthrie. Please include a cover letter and your current Curriculum Vitae, inclusive of at least three professional referees. Applications to be emailed to [employment@monivae.vic.edu.au](mailto:employment@monivae.vic.edu.au)

Successful applicants are required to demonstrate a commitment to Catholic education, be compliant with Mandatory Reporting certification, hold a current Working with Children Check and undergo a National Police Check. Roles will be remunerated accordingly under the Catholic Education Multi-Enterprise Agreement 2022.

**Applications close Sunday 10 May 2026**

*The Monivae College community supports and promotes the safety, wellbeing and inclusion of all children and has a zero tolerance for child abuse.*

*A proud MSC College: ABN 24 071 878 549*



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## **POSITION DESCRIPTION**

POSITION:	Library Coordinator
DEPARTMENT:	Administrative
DATE PREPARED:	March 2026
REPORTS TO:	Business Manager / Principal

### **WORKING ENVIRONMENT**

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice.

The College has outstanding facilities, invests in innovation and is focused on excellence across a broad range of curricular and co-curricular offerings. Monivae is a progressive Catholic Secondary College, with a dynamic curriculum and a clear vision of its future. An ongoing capital works program has seen significant development in College facilities over the years. These include dynamic learning environments, a 6-lane indoor cricket centre, double stadium, indoor swimming pool, performing arts centre, heated undercover student recreation area, on campus boarding facilities, school wide wireless computer network and beautiful campus and grounds.

Monivae College is in a phase of growth and positive change, demonstrated by our membership of “New Metrics,” a partnership with Melbourne University and other forward-thinking schools across Australia. We are a future focussed school supporting teaching staff in their professional growth and leadership.

Monivae College is committed to Child Protection and to the implementation of its Child Safe policies and practices. Monivae College has zero tolerance for child abuse.

### **OUR VISION**

Monivae College is a Catholic secondary co-educational day and boarding school welcoming to everyone. Inspired by the vision of Jules Chevalier and spirituality of the Missionaries of the Sacred Heart.

### **OUR TOUCHSTONE STATEMENT**

Mind, Spirit, Heart

## POSITION SUMMARY

The Library Coordinator is a key member of the College support staff and reports to the Business Manager and Principal. The Library Coordinator is responsible for the overall leadership, management and day-to-day operation of the College Library, ensuring it functions as a dynamic learning hub that supports student learning, literacy development and wellbeing.

The role combines leadership, library management and student-facing responsibilities, overseeing library systems, resources and services while fostering a welcoming, inclusive and well-managed environment for students and staff.

The position supports both the operational and educational functions of the Library by maintaining effective systems, managing resources and providing direct support to students and staff in accessing information, developing research skills and engaging in independent learning.

Key responsibilities include:

- Leading the day-to-day operations of the College Library, including supervision of students and maintaining a calm, respectful and productive environment
- Managing Library systems and databases, including cataloguing, resource processing and borrower records
- Overseeing the selection, acquisition and management of Library resources to support curriculum and student engagement
- Supporting students in accessing resources, developing research and information literacy skills and engaging in independent learning
- Assisting teaching staff with sourcing, preparing and managing learning materials and resources
- Maintaining a welcoming and inclusive Library space that supports both learning and student wellbeing, including students seeking quiet and reflective time
- Coordinating the College book hire program, including distribution, collection and record management
- Monitoring overdue resources and managing follow-up processes with students and families
- Leading Library displays, initiatives and programs that promote reading, engagement and use of the Library
- Providing administrative oversight including data management, record keeping and system accuracy

The Library Coordinator is expected to demonstrate strong organisational and leadership capability, excellent interpersonal and communication skills, and the ability to engage positively with students and staff. The role requires initiative, sound judgement, attention to detail and a commitment to upholding Monivae College's values, child safety obligations and compliance requirements.

*It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing needs of Monivae College and at the direction of the Principal.*

<b>POSITION OBJECTIVE &amp; KEY RESPONSIBILITIES</b>	
<b>Library Leadership and Operations</b>	<ul style="list-style-type: none"> <li>• Lead the day-to-day operations of the College Library, ensuring a well-managed, safe and productive environment</li> <li>• Establish and maintain effective Library systems, processes and procedures</li> <li>• Ensure the Library operates as a central learning hub aligned to College priorities</li> <li>• Supervise students in the Library, maintaining appropriate behaviour and expectations</li> <li>• Provide guidance and support to any Library support staff or volunteers (if applicable).</li> </ul>
<b>Library Resource Management</b>	<ul style="list-style-type: none"> <li>• Oversee the selection, acquisition and management of Library resources</li> <li>• Catalogue and process resources using the Library Management System (e.g. Oliver, SCIS)</li> <li>• Maintain accurate and up-to-date Library databases, including borrower records</li> <li>• Monitor and manage stock, subscriptions and resource lifecycle (repair, replacement, weeding)</li> <li>• Ensure equitable access to high-quality and relevant resources</li> </ul>
<b>Student Learning and Literacy Support</b>	<ul style="list-style-type: none"> <li>• Support students in accessing, locating and effectively using Library resources</li> <li>• Assist in the development of student research and information literacy skills</li> <li>• Work collaboratively with teaching staff to support curriculum delivery through appropriate resourcing</li> <li>• Provide a welcoming, inclusive and supportive environment for all students</li> <li>• Support students seeking a quiet and reflective space for study and wellbeing</li> </ul>
<b>Library Environment and Engagement</b>	<ul style="list-style-type: none"> <li>• Maintain a well-organised, engaging and accessible Library space</li> <li>• Develop displays and initiatives that promote reading and student engagement</li> <li>• Support Library-based programs, events and activities</li> <li>• Foster a culture of reading, curiosity and independent learning</li> </ul>
<b>Technology and Systems</b>	<ul style="list-style-type: none"> <li>• Maintain and manage Library Management Systems and associated digital platforms</li> <li>• Support staff and students in accessing digital resources and online research tools</li> <li>• Assist with basic ICT support related to Library services</li> <li>• Monitor and maintain emerging technologies relevant to Library operations</li> </ul>
<b>Book Hire and Resource Coordination</b>	<ul style="list-style-type: none"> <li>• Coordinate and manage the College book hire program</li> <li>• Oversee distribution, collection and tracking of textbooks and resources</li> <li>• Maintain accurate records and support reconciliation processes</li> </ul>
<b>Administration and College Support</b>	<ul style="list-style-type: none"> <li>• Maintain accurate records, data and documentation related to Library operations</li> <li>• Provide administrative support aligned with Library and College needs</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise with staff, students and external providers as required</li> <li>• Support College events and initiatives where appropriate</li> </ul>
<b>Compliance, Confidentiality and Professional Practice</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with College policies, privacy obligations and child safety standards</li> <li>• Maintain confidentiality of student, family and staff information at all times</li> <li>• Support audit and compliance requirements where applicable</li> <li>• Contribute to a professional, collaborative and service-focused environment</li> <li>• Participate in professional learning and continuous improvement</li> </ul>

<b>KEY SELECTION CRITERIA</b>	
<b>Qualifications and Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience in a library, administrative or education support role</li> <li>• Strong organisational and data management skills</li> <li>• Working with Children Check (VIC)</li> <li>• National Police Check</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in a school or educational setting</li> <li>• Experience with Library Management Systems (e.g. Oliver, SCIS or similar)</li> <li>• Experience supporting student learning, literacy or research</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills</li> <li>• Strong organisational skills with attention to detail</li> <li>• Ability to lead a functional area and manage competing priorities</li> <li>• Demonstrated ability to engage positively with students and staff</li> <li>• Strong ICT capability across Microsoft and Google platforms</li> <li>• Initiative, adaptability and problem-solving capability</li> <li>• Ability to maintain a calm and structured environment</li> </ul>
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Supports and models College values and Catholic, MSC ethos when dealing with all stakeholders and peers.</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Understanding of and commitment to legal and moral obligations relating to child safety</li> <li>• A demonstrated understanding of legal obligations relating to child safety (e.g. mandatory reporting) and willingness to comply with the College's child safe policy and code of conduct and any other policy, procedures or legislation related to child safety.</li> <li>• Ability to create a safe and inclusive environment for all students</li> </ul>

<b>EMPLOYMENT CONDITIONS</b>	
<b>Appointment</b>	<p>Employment is full-time at 1.0 full-time equivalent (FTE), being 38 hours per week, with hours to be worked in accordance with the operational requirements of the College.</p> <p>The role is classified as an Education Support position under the Catholic Education Multi-Enterprise Agreement 2022 (CEMEA), Category B. Category B Education Support Employees normally work during school term time only and receive paid non-term weeks.</p>

	<p>The position is appointed by Monivae College, and the incumbent is an employee of Monivae College.</p> <p>The role is subject to the College's policies, procedures and guidelines, as provided as part of the College's Induction Program and ongoing training and professional development requirements.</p>
<b>External Liaisons</b>	<ul style="list-style-type: none"> <li>• Bus Library suppliers and resource providers</li> <li>• Library system and database providers</li> <li>• Diocese of Ballarat Catholic Education Limited (DOBCEL)</li> <li>• External auditors and compliance reviewers</li> <li>• External education providers and networks</li> </ul>
<b>Conditions</b>	<p>Conditions are in accordance with the Catholic Education Multi-Enterprise Agreement 2022.</p> <p>Classification Level and salary will be negotiated with the successful applicant, in accordance with qualifications and experience.</p>
<b>Review and Appraisal</b>	<p>As an employee of Monivae College this appointment will comply with the contract of employment.</p> <p>The incumbent is subject to the College's Annual Review Policy.</p>
<b>Professional Development</b>	<p>Undertake professional development in line with the College Professional Learning policy.</p>

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.