



**ALL SAINTS'
COLLEGE**

Duty Statement

NEXUS-S INTERN

(0.4216 FTE: 18.75 hours / week in term time)

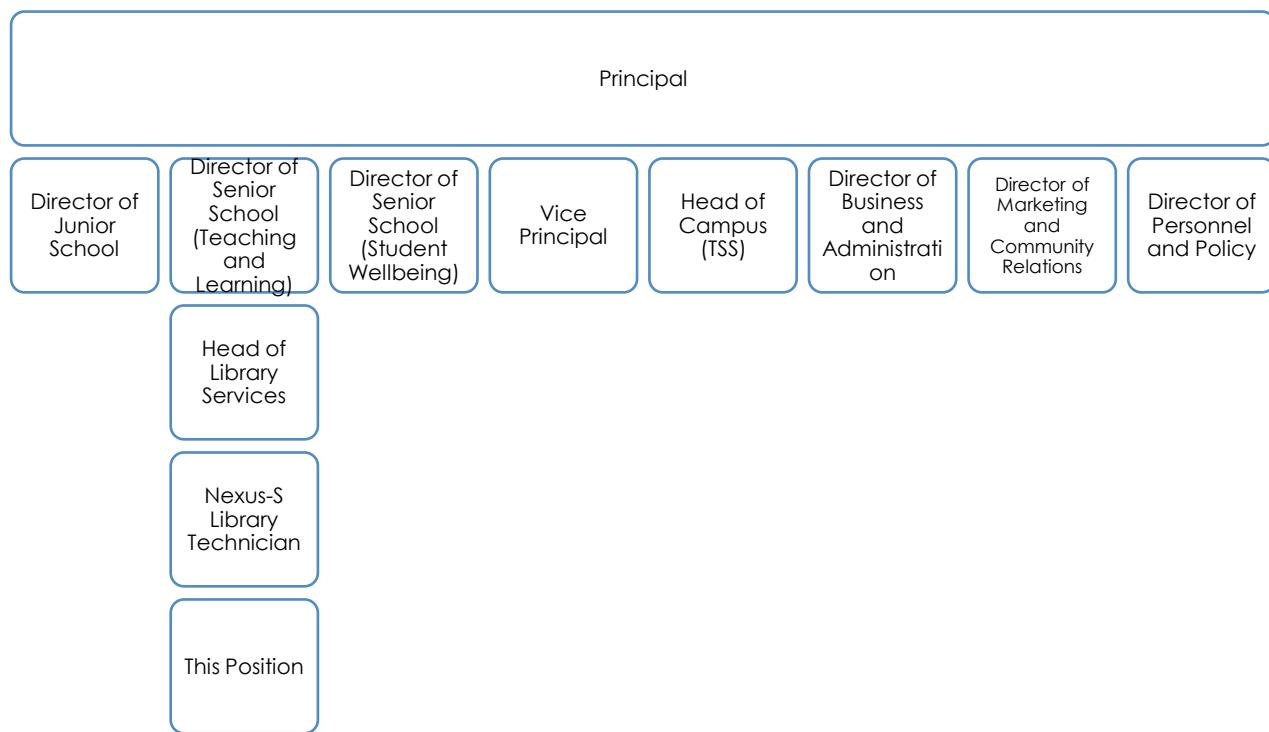
All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

POSITION PURPOSE

Working with Nexus team, the Intern will play a pivotal and exciting role in supporting teachers and students in all facets of the team's services. This role will be a challenging yet rewarding experience, with the changing role of teacher resources and student needs in an increasingly digital world.

The successful applicant will work in a team reporting to the Head of Library Services. The Nexus Intern will have a positive and enthusiastic outlook, be able to work collaboratively with the team and demonstrate flexibility in the evolving environment of a combination of library and ICT services. They will have a passion for resources, including books, and see the potential for digital applications to further enhance these services.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

The Nexus intern will assist the Head of Library services and related staff to provide basic technical, administrative and general assistance.

Administration

- a) Provide administrative support when appropriate.
- b) Correspond with visiting speakers, mentors and guests.
- c) Work closely with other staff in Library/TSC to serve the College community.

Operational Support

- a) Issue new Student and Staff ID cards using Assure ID.
- b) Troubleshoot printing problems with student ID cards using PaperCut and reactivating old ID cards when required.
- c) General circulation desk queries – e.g. locating a book to helping with printing
- d) OPAC's (library catalogue) – assist staff/students to search for items, place reserves, look up their borrowing history, etc.
- e) Run various reports in Oliver:
 - i. Student and staff overdues
 - ii. Overdue letter reports to parents
 - iii. Reservation reports
 - iv. Monthly usage statistics
- f) Shelve returned books, regular shelf-checking to ensure books are in the correct place and dusting the shelves as required.
- g) Support printing issues when they arise around the College.
- h) Greet visitors at the front desk and ascertain needs of staff needing support.
- i) Assist staff and students with printing and laminating requests.
- j) Process new books (spine labels, due date slips, covering).
- k) Assist in the maintaining of AV equipment housed in the library.
- l) Support the creation of a PowerPoint for Senior School assemblies.
- m) Repair and mending of books.
- n) Take money collected to Accounts – Student ID cards, Lost/damaged books
- o) Promote library resources – prepare displays for the notice boards, TV monitors, MyASC and posts on Instagram.
- p) Assist staff with their use of MyASC and other College software including uploading documents.
- q) Send and track books on Approval to Department staff.
- r) LibGuides – prepare and update research guides for research investigations.
- s) MyASC – update and maintain the Senior Library pages of MyASC.
- t) Miscellaneous duties – laminating, stationery orders, assist with stocktake etc.
- u) Compile a list of lost/damaged books for Head of Library Services to replace.
- v) Prepare and assist students with craft activities in the library e.g. Easter, Mothers' Day, Fathers' Day, Christmas, etc.
- w) Delete weeded resources from the Library Management System and stamp.

- x) Assist in Nexus-J when required.
- y) Assist in any major projects in the Library.

Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Take an active part in the general life of the College — supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the college.
- (c) Attend staff meetings as required and, on occasions, extraordinary meetings.
- (d) Where possible, promote and assist in the extracurricular programme of the College, interacting with staff in activities outside the set daily timetable.
- (e) Ensure all students and parents are provided with quality service in a timely, efficient and friendly manner.
- (f) Maintain professional confidentiality concerning information about staff and/or students.
- (g) Strive to implement productivity, quality, and service improvements on a continual basis.
- (h) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (i) Comply with Occupational Safety and Health requirements in the workplace.
- (j) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (k) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College.
- (l) On occasions, you may be directed to undertake other duties as required.

The College recognises that Duty Statements are dynamic documents.

They are reviewed annually or as required.

December 2023