



KINROSS WOLAROI
— SCHOOL —

Librarian

Candidate Information Pack

Closing Date: 25 March 2026

March 2026



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational, independent day & boarding school of the Uniting Church. The School has a proud tradition of educating young people in its regional context and has been doing so for more than 140 years.

With a strong history of excellent academic results along with a diverse co-curricular program, Kinross Wolaroi School is a non-selective school with over 1,000 students (including more than 330 boarders in Years 7 to 12), located in the regional centre of Orange, NSW. We firmly believe that the enjoyment of learning and the wellbeing of our students are paramount. Our students learn to think independently and develop a sense of authenticity that will be valuable in a world that is constantly evolving.

The School has two main campuses. The main campus, called *Wolaroi*, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. The second campus, called *PLC*, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-K to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on our School, please visit www.kws.nsw.edu.au.



POSITION OBJECTIVES & RESPONSIBILITIES

The Librarian supports the delivery of high-quality, student-focused library services within the Learning Resource Centre. The role combines hands-on operational responsibilities with expert information support, ensuring library services remain responsive, accessible, and aligned with the needs of the School community. This position plays a key role in maintaining the library environment as a welcoming, academically focused, and wellbeing-supportive space for students and staff.

The Librarian can expect to liaise with:

- Principal
- Executive Director, Head of Senior School
- Executive Director, Learning & Wellbeing
- Head of Departments
- Students
- Staff
- Co-Ordinator Library Services
- Executive Director, Head of Junior School
- Senior Leaders
- Teachers
- Parents
- External Stakeholders



Duties related to the position include, but are not limited to the following:

Key Word	Duties
Key Objectives and Responsibilities	<ul style="list-style-type: none"> • Assist in the administrative functions of the Department, including operating the Learning Resource Centre software: Oliver. • Perform daily library operations including processing returns, shelving resources, checking deliveries against invoices, and recording all cost and supplier information accurately. • Assist with accessioning new materials, undertaking weeding activities, and supporting scheduled stocktakes to maintain an organised, high-quality collection. • Monitor overdue, missing, or damaged resources and implement appropriate follow-up procedures. • Evaluate the library collection to ensure it is current, culturally safe, aligned with curriculum requirements, and supportive of students’ recreational reading interests. • Recommend acquisitions and resource updates that reflect best practice in school library services. • Foster a love of reading and promote curiosity, independent learning, and active research among students and staff and provide evidence-based literacy growth. • Ensure the Learning Resource Centre is an engaging, dynamic hub that contributes meaningfully to the academic and intellectual life of the school. • Serve as a knowledgeable and accessible resource specialist who connects students with the information, tools and confidence they need to thrive academically. • Manage the human, physical, and digital resources of the Learning Resource Centre to ensure effective, student-centred service delivery. • Curating an accessible and diverse collection for a variety of learners • Promote and monitor the ethical use of information, including raising awareness of copyright legislation, digital literacy tools and AI. • Provide informed guidance and responsible research practices among students and staff. • Support library and events by assisting in preparation and setup. • Stay informed about emerging technologies, library trends and digital learning tools to ensure the library remains contemporary and forward-focused. • Maintain active membership in relevant library associations to support ongoing professional development and sector engagement.



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Key Objectives and Responsibilities- Continued	<ul style="list-style-type: none">• Support and actively contribute to the mission, aims and objectives of the School in all aspects of library operations and service.• Develop a positive study culture among students
Graduation/Speech Day	<ul style="list-style-type: none">• Assist with the running of Graduation/Speech Day for both Junior and Senior School• Assist with student selection and collection of prizes• Print bookplates• Check the spelling of the names on the bookplates against Synergetic• Assist with preparing the graduation prizes
Supervision	<ul style="list-style-type: none">• Supervise students in the library before and after school, recess & lunch
Other duties	<ul style="list-style-type: none">• Attend to other matters appropriate to the position, consistent with the skills of the incumbent as directed by the Principal and their delegate.

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Executive Director, Learning & Wellbeing and the Coordinator of Library Services (the Supervisor).



SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

Personal Qualities

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- High degree of discretion, initiative and personal organisation.
- Ability to remain calm under pressure.

Professional Criteria

- Graduate Diploma of Library in Information and Library Science or Bachelor of Information Studies or Master of Information Management (or equivalent qualification)
- Diploma of Library and Information Services (or equivalent qualification)
- Experience managing the resources of a library with a key focus on enhancing learning opportunities and engagement
- Ability to support the learning of students across all KLAs
- Ability to stay ahead of emerging technologies
- Excellent communication and interpersonal skills and demonstrated ability to work in a team environment
- A high standard of organisational and time management skills
- Proven ability to relate to staff, students and parents
- Willingness to be involved in our diverse co-curricular program



Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.

Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.



APPOINTMENT CONDITIONS

Employment will be offered on the basis of a part-time, ongoing role working 22.8 hours per week throughout the School's academic terms.

Employment conditions are governed by the *Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025 (CMEA)*, as amended from time to time, or any subsequent industrial instrument that replaces it. The position of Librarian is classified as Curriculum/Resources Services Level 4.1 of the Enterprise Agreement. In 2026 the averaged rate is \$37.91 per hour.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

APPLICATION

To make a confidential enquiry about the position, please contact Human Resources at recruitment@kws.nsw.edu.au.

Please submit your cover letter expressing your interest to recruitment@kws.nsw.edu.au or send it to:

Human Resources
Kinross Wolaroi School
Locked Bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.