



KINROSS WOLAROI
— SCHOOL —

Librarian

Candidate Information Pack

Closing Date: 10 May 2026

April 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 day-to-day operation of the Library by completing administrative and circulation tasks and providing practical assistance to students and staff. The role helps ensure resources are organised, accessible and ready for use, while maintaining a safe, welcoming and functional learning space.

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

Key Word	Duties
Library Staff Functions	<ul style="list-style-type: none">• Assist in the administrative functions of the Department, including updating the School database, tracking student data, creating student files, print, copy, scan and any other task as required• Assist cataloguing and classifying library materials, including books, periodicals, magazines• Operate the library management system (Softlink’s Oliver) and Co-ordinate the circulation desk, including returning and borrowing books, renewing, processing reserves and managing overdue items.• Returning books to the correct shelf location.• Provide customer service by helping students and staff use the printer, locate materials, use library resources, and navigate online information.• Support library and events by assisting in preparation and setup.• Assist co-ordination of the resources in the Library including shelving, shelf-reading, and maintaining the organisation of library collections.• Assist in the acquisition and processing of new library materials, including ordering, receiving, and preparing items for circulation. This includes covering and labelling the books and resources and inputting into Oliver.• Source resources that assist teachers and students.• Maintain library equipment and ensure everything is returned and ready for the next user eg microphone of the speaker system to be plugged in so that it is charged and ready for the next user.• Ensure that students are using the space/ resources respectfully.• Be innovative of new and better ways to use the space e.g. gentrification.• Assist students, teachers and parents with locating physical and digital resources• Connect students with appropriate books and resources - Issue, return and reshelve library resources.• Maintain and enhance the library environment.



	<ul style="list-style-type: none"> • Develop promotional materials and displays • Maintain a range of equipment, and support students and teachers with their use • Liaise with other staff as required • Prepare, repair and maintain resources for circulation. • Maintain the integrity of the collection by accurate shelving, shelf reading and • Conduct stocktaking • Complete clerical duties associated with the efficient operation of the library. • Establish a safe and welcoming environment for children (especially those who need to escape the playground) • 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 Coordinator of Library Services and the Executive Director, Learning & Wellbeing (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)
- Experience managing the resources of a library with a key focus on enhancing teaching and learning opportunities and engagement .
- Ability to support the learning of students across all KLAs.
- Possess high level technology skills.
- 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 38 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 \$43.29 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 resume and 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.