

Position title	Library Services Coordinator
Position number	CRS01
Agreement	Portside Christian College Enterprise Agreement (2025)
Award	Educational Services (Schools) General Award 2020
Level	General Level 6
FTE	0.9 FTE
Reports to	College Principal and delegate: Business Manager
Direct reports	Library Technicians and Support Officers
Conditions	The successful applicant will be a committed Christian who: • Is in regular fellowship in their local church. • Is in agreement with and practices the College's Statement of Faith.

Our Purpose

Equipping for life

At Portside Christian College, our purpose is to equip for life.

We partner with families to inspire learning, ignite faith, care courageously and find a purposeful direction in life. Through a caring and supportive Christian, we seek to nurture each child to flourish.

All of our staff are committed Christians who model Christ-like values and teach from a biblical worldview. They aim to equip students with the skills, knowledge and wisdom they need to face life's challenges with confidence and faith.

Most importantly, we encourage every student to know that God loves them and to develop a personal relationship with Him.

If you would like to be part of our purpose, please submit your application today.

Our Values

Our four Christ centred values are lived every day and guide our actions and relationships.

Inspiring Learning
Igniting Faith
Caring Courageously
Discovering Purpose.

General Responsibilities

- Commit to the College Vision, Purpose, Values and Statement of Faith.
- Act in accordance with all College policies and procedures, including the Staff Code of Conduct, and the Staff Handbook.
- Develop and maintain positive, restorative and collaborative relationships with staff, students and parents.
- Actively contribute to the Christian life of the College community.
- Attend the annual College Retreat (compulsory) and other meetings, functions and extra-curricular activities as required.
- Participate in the College's ongoing Professional Learning opportunities.

Role and Responsibilities

Library Resources and Systems

- Responsible for the effective running of the library through administering resources and procedures.
- Manage the library software management system.
- Manage and curate digital assets, including the library webpages.
- Select and purchase new resources, with a Christian perspective, and dispose of outdated resources as appropriate.
- Maintain and oversee the College library resources and facilities.
- Coordinate annual stocktake.
- Monitor Copyright.

Staff and Community Support

- Develop and maintain relevant, effective networks that support the key objectives of the role, undertaking professional development as needed.
- Roster and facilitate ELC-Year 10 library time.
- Assist staff and students to encourage effective use of the library and resources.
- Collaborate with Senior Management Team and Learning Area Leaders regarding the College textbook purchasing and borrowing system.
- Collaborate with the Literacy Coordinator in managing the Junior School reader system.
- Promote the library and coordinate literacy events within the College community.
- Other reasonable duties as directed.

Qualifications

- A diploma level qualification with relevant work experience.
- South Australian Government Working with Children Check.
- Current First Aid qualification – BELS First Aid training (HLTAID012) at a minimum.
- Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Training.

Skills and Abilities

- Excellent verbal and written communication skills.
- Ability to develop and maintain collaborative relationships with staff, students and parents.
- Effective time management skills with proven ability to manage multiple tasks and prioritise workload.
- Ability to be innovative, enthusiastic and self-motivated.
- Proficiency in digital technology.
- Ability to manage the demands of the position including administration and professional responsibilities.

Application deadline and details

Applications are to include

- Cover letter, maximum 1 page
- Written response to the above criteria, maximum 500 words
- Resume outlining details of qualifications and areas of study, educational history, previous employment and relevant personal information
- Completion of the Portside Christian College Employment Application form (Non Teaching), available [here](#).
- Please submit your application to application@portside.sa.edu.au prior to **9am on 9 November 2026**. Please note we may appoint before this date if a suitable candidate is found.