



Position Available

Library Administration Assistant

Part-Time

Commencing: January 2026



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About Heritage College Lake Macquarie

Heritage College Lake Macquarie (HCLM) is an Independent, co-educational K-12 Christian school located in the growing Lake Macquarie area of Morisset. HCLM staff are responsible for supporting the college to deliver educational services that are effective in preparing every child to meet the challenges of a changing world with courage and confidence. You will play a key role in the delivery of services that support the college to develop in students the Spiritual, Physical, Intellectual and Emotional dimensions that characterise a balanced and purpose-driven life.

About the Role

The Library Administration Assistant supports the smooth operation of the College Library by managing resources, systems, and spaces that promote a love of reading and learning. The role ensures library materials are well-organised, current, and aligned with classroom curriculum needs. Working collaboratively with teachers and staff, the Library Administration Assistant connects students with quality resources and maintains the library system and environment in line with the Christian values of Heritage College Lake Macquarie.

Selection Criteria

- Proven ability to organise, catalogue and maintain sets of textbooks and a diverse range of library materials and proficiently manage library and textbook circulation processes.
- Demonstrated capability in management of library systems and using software to maintain accurate records and generate reports.
- Experience in sourcing and ordering of new library resources (print and digital) to effectively align with and support established curriculum needs and student interests.
- Demonstrated ability to collaborate effectively with teaching staff to curate relevant resource collections and support whole-school reading initiatives and literacy development.
- Capacity to maintain an inviting, engaging, and well-organised library space, including the creation of effective displays and promotional activities that promote reading.
- Proven willingness and capacity to provide reliable general administrative assistance and support across the wider school operations as required.
- Exceptional written and verbal communication skills.
- Strong interpersonal skills.
- Confident computer skills as required for administration-based tasks.
- A firm commitment to safeguarding and promoting the welfare of children.
- A demonstrated understanding of child safety and appropriate behaviours when engaging with children.



Key Skills/Qualities

- Displays a warm and welcoming disposition and is amiable, kind, and courteous.
- Readiness to demonstrate the Christian values of the college.
- Strong interpersonal skills with the ability to liaise effectively with staff, students and parents.
- Readily collaborates with other staff to support building a strong collegial team.
- Self-directed, well organised and accurate with attention to detail.
- Ability to manage time and multiple tasks and meet priorities in a fast-paced environment.
- Willing to adopt or implement new systems and processes.
- Show discretion and maintain confidentiality of student and related information.
- Able to read, interpret and consistently apply school policy and procedures.
- Proficiency in the Google Suite, particularly Gmail, Drive, Docs, and Sheets is desirable
- Proficiency with the software Oliver for library management is desirable

Requirements for work

- All applicants must demonstrate positive support for the College's Christian values.
- All applicants must have a valid Working With Children Check (WWCC).

How to Apply

Applications should include a resume and a cover letter addressing the selection criteria and reasons for your interest in the position.

Applications should be submitted via email to:
James Lynch at applications@heritage.edu.au

Details of at least two referees will be requested from the successful applicant.

Applications close:

Friday, 14th November 2025

