



POSITION DESCRIPTION

Directorate: Education

Position Number: P69598

Branch: School Improvement

Classification: AS04

Business Unit: Maribyrnong Primary School

Location: Maribyrnong Primary School

Position Title: Library Manager and
Administration Officer

Last Reviewed: 25 November 2025

Position Requirements: A current Working
with Vulnerable People (WWVP) registration

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours [Values and Signature Behaviour - ACTPS Employment Portal](#)

DIRECTORATE OVERVIEW

The [ACT Education Directorate](#) (Directorate) delivers high quality education services through government schools, registers non-government schools and administers vocational education and training in the ACT. The Directorate aims to develop and deliver educational services to empower each child and young person in the ACT to learn for life.

The Education Directorate is one of seven ACT Government Directorates established with a collaborative purpose to achieve the ACT Government's priorities and to serve the community. The Education Directorate services include the provision of public-school education, regulation of education and care services, registration of non-government schools and home education.

What is important to us: We are an education system that empowers our young people to thrive in ways that foster a democratic, equitable, diverse and prosperous society.

Our Mission: We develop and deliver educational services to empower each young person in the ACT to learn for life.

Our Vision: Our Directorate values of respect, integrity, collaboration, and innovation reflect the employee values of the ACT Public Service. These core values underpin our service delivery and are the cornerstone of our workplace environments. Translating these values into daily practice is an expectation of all ACT public servants.

The ACT public education system continues to expand with over 50,000 students attending 90 public schools, comprising:

- 52 preschool to year 6 schools (including four Koori preschools);
- nine year 7 to 10 high schools;
- eight year 11 and 12 secondary colleges;
- six early childhood schools (preschool to year 2);
- four specialist schools;
- eight preschool to year 10 schools (including one Koori preschool);
- one kindergarten to year 10 school; and
- one year 7 to 12 school.

The Directorate also has responsibility for the planning and coordination of early childhood education and care services for the ACT.

The Directorate is structured around four divisions: School Improvement Division; System Policy and Reform; Business Services Division and Service Delivery and Design. The Directorate employs approximately 7,050 staff including 4,211 school teachers and leaders.

Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/about-the-actps> and <https://www.education.act.gov.au/>.

BRANCH OVERVIEW

The School Improvement Branch works closely with schools supporting them to develop sustainable processes that ensure a culture of school improvement and accountability related to their individual context.

SCHOOL OVERVIEW

ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning. Maribyrnong Primary School in Kaleen. Our enrolment area includes Kaleen, Lawson and Bruce and we have 565 enrolled across 30 classes. Further information about the school - <https://www.maribyrnongps.act.edu.au/home>

POSITION OVERVIEW

The Library Manager and Administration Officer is an integral member of Maribyrnong Primary School's small, collaborative front office and student services team. This role combines the stewardship of our vibrant school library with a range of administrative responsibilities that directly support students, staff, families, and the broader school community.

Working primarily within the school library—one of the key learning hubs of our school—the Library Manager, manages the day-to-day operation of the space, ensuring it is welcoming, well-organised, and equipped with up-to-date, high-quality resources that foster a love of reading and inquiry. The role includes maintaining the library collection, managing budgets (including the Library Trust Fund), reporting on expenditure, supporting teachers with resource needs, and coordinating key programs such as Book Club and Book Fair. The Library Manager also facilitates library-based student clubs and engagement activities that enrich our school culture and promote student wellbeing.

In addition to library responsibilities, the position provides administrative support in the front office during peak periods or as needed. This may include reception duties, assisting with student services processes, supporting communications, excursion processing and contributing to general administrative operations. As a customer-facing role, the Library Manager & Administration Officer interacts daily with students, staff, parents, and external providers, requiring strong communication skills, professionalism, and the ability to manage a diverse workload.

Time in this role is balanced between library management, student-focused activities, and administrative support, making it ideal for someone who enjoys variety, creativity, and meaningful connection to the learning environment. This position plays an essential role in ensuring our library continues to thrive as a dynamic learning space while also contributing to the smooth and efficient running of the school.

WHAT YOU WILL DO

This position is an active member of the *Maribyrnong Primary School Administration team* assisting with the operations of the school business and is accountable to the ACT Education Directorate. The *Library Manager and Administration Officer* will work under general direction in relation to established priorities, task methodology and work practices to provide support to the Business Manager in the day-to-day administration of the school in line with school requirements and Directorate priorities.

Library Administration

- Under general direction from the Business Manager:
 - Manage the day-to-day operations of the school library, coordinate workflow, daily tasks, and library access for students and staff.
 - Oversee circulation services, including borrowing, returns, shelving, stock rotation, and maintaining accurate collection records.
 - Maintain an up-to-date, engaging and relevant library collection by selecting, ordering, cataloguing, and processing new resources in line with school needs and curriculum priorities.
 - Manage the library budget and Library Trust Fund expenditure; record, monitor and report on financial activity as required.
 - Coordinate and deliver Book Club, including organising orders, processing payments, distributing items, and liaising with suppliers.
 - Plan, organise, and run the annual Book Fair and other literacy-focused initiatives, ensuring smooth operations and positive community engagement.
 - Provide assistance to teaching staff by sourcing, preparing and managing curriculum-relevant resources and supporting class use of the library.
 - Develop and facilitate library-based clubs and activities that enhance student engagement, wellbeing and a love of reading.
 - Use library and school-based systems, including Sentral and cataloguing software, to maintain accurate data and support efficient library operations.
 - Assist with general front office and administrative support services as required, including reception, record keeping, and communications support.
 - Develop collaborative, positive relationships with students, staff, families and external providers to support effective library services and events.
 - Coordinate sensitive or confidential information in line with Directorate and ACTPS legislative and policy requirements.

- Maintain a welcoming, safe and organised library environment; undertake relevant workplace health and safety responsibilities and escalate issues when required.

Administrative Support

Under general direction:

- Provide high level administrative support to the Business Manager, Principal, Deputy Principal and executive teachers.
- Provide administrative assistance to the school teaching staff through centralised processes and procedures with the ability to make recommendations for improvement.
- Assist with general office support services which include keyboarding, photocopying, record keeping, database management and reception services.
- Provide administrative support for reporting, including using reporting programs and school specific software including Sentral to effectively manage student services processes.
- Prepare correspondence and reports; provide advice based on knowledge, interpret and apply legislation, policy, procedures and guidelines.
- Prepare school publications/webpage support and preparation of correspondence and communication/promotional materials for distribution/publication.
- Monitor correspondence, including emails and workflow to ensure deadlines are met and matters are attended to in a timely manner in a fast-paced environment.
- Coordinate sensitive documentation by maintaining confidentiality requirements according to relevant legislative and policy principals.
- Maintain a clean and safe work environment for students and staff; undertake relevant workplace health and safety requirements and, where necessary, undertake risk assessments and initiate appropriate action.

Front Office Administration/Reception

Under general direction:

- Provide appropriate advice and support to staff on student related matters.
- Manage the day-to-day operations and administration of the Front Office, coordinate and oversee workflow and priorities.
- Provide first aid
- Administer medications, record and report
- Coordinate and support meetings, presentations and other school events as required; provide secretariat support including the preparation and distribution of meeting agenda and minutes, drafting and/or collation of papers.
- Prepare more complex correspondence and reports; create agendas and minutes; provide advice based on knowledge, interpret and apply legislation, policy, procedures and guidelines.
- Develop, implement and maintain processes that contribute to the efficient and effective operations of the team. This includes using Microsoft products and other computer applications (such as Outlook calendar and Mail Merge) to increase efficiencies.
- Maintain a clean and safe work environment for students and staff; undertake relevant workplace health and safety requirements and, where necessary, risk assessments and initiate appropriate action.

- Regularly use ICT systems and databases such as Outlook, Microsoft Word, Microsoft Excel, Sentral, and Google products including Google Drive.
- Coordinate sensitive documentation by maintaining confidentiality requirements according to relevant legislative and policy principals.
- Organise, monitor, order and replenish consumables, equipment and resources; obtain quotes and/or make purchases as required; monitor expenditure against work area budget.

Excursion Assistance

- Under general direction, work with the Business Manager and Executive teachers to coordinate excursions, including but not limited to:
 - Coordinating excursion paperwork and communications to families
 - Liaising with teachers, parents and/or students to ensure parental permission is received
 - Receiving payments for excursions
 - Coordinating medical needs for excursions including first aid kits, student medications

Teamwork

- Work effectively in a team environment by working with others towards a common goal.
- Plan, set priorities and meet deadlines with minimal supervision.
- Assist other staff to meet team and individual deadlines.
- Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behavior consistent with the ACTPS Respect, Equity and Diversity framework.

Communication and Stakeholder Management

- Provide excellent customer focused service to students, staff and the school community.
- Develop collaborative relationships with key stakeholders and external agencies with the ability to deal with complex matters with assistance from supervisor.
- Effectively communicate with sensitivity both orally and in writing.
- Prepare documentation such as school newsletters and general correspondence.

Business Strategy and Improvement

- Participate in work area business planning and improvement; provide input and assist in the review, development and implementation of policy, guidelines and procedures.
- Exercise initiative and judgement in solving day to day operational problems and suggests new ways of working to improve service delivery.
- Assist the line area manager to meet the relevant priorities and targets outlined in the school improvement plan and other strategic documents.

Records Management

- Maintain a range of record keeping systems and databases including student files.
- Under general direction, contribute to the compliance of student related information, record keeping and processes according to Education Directorate requirements and legislation.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated knowledge and experience in managing school library operations, including cataloguing, maintaining up-to-date resources, supporting teachers and students in the use of library spaces, and using library and school-based systems (such as Oliver, Orbit, or Sentral)
2. Demonstrated high level administrative skills including the ability to operate a variety of computer programs, databases and other records management systems.
3. Ability to interpret and apply rules, regulations and procedures to provide advice and make decisions with general direction under appropriate delegations.

Behavioural Capabilities

1. Well-developed interpersonal, oral and written communication and liaison skills with the ability to communicate sensitively and effectively with a range of stakeholders.
2. Demonstrated commitment and experience in high quality customer service principles and practice.
3. Proven organisational skills with the ability to work effectively in busy situations, in a team environment or independently and the ability to meet deadlines with minimal supervision.

Compliance Requirements / Qualifications

This position requires a Working with Vulnerable People (WWVP) Registration prior to commencing in this role.

Desirables

- Experience in a Library role.
- Experience in an administration role.
- First Aid Certificate or a willingness to undertake appropriate training.
- Certificate IV or equivalent e.g., Business Administration, Government (School Support Services), Government.
- Business qualifications or experience in a business-related role
- Excellent knowledge of Microsoft Outlook, Word, Excel, Google and SharePoint
- Knowledge of school specific software including Sentral or similar.

Other information

Working in a School Setting Duty of Care

The legal duty of care requires that all staff should take all reasonable measures to ensure the safety of any student. Whilst Administrative Service Officers (ASO) do not have the same level of duty of care as teachers, because of the student/teacher relationship that exists and teachers' professional standing, all staff are required to take reasonable steps to protect students against risks of injury that could have reasonably been foreseen.

The duty is not to ensure that there is no injury but to take reasonable care to prevent injury that could have reasonably been foreseen. The level of duty of care for ASO staff will depend on the individual role and the arrangements put in place by the principal.

All ASO staff are responsible for providing basic physical and emotional care for students. This may include activities such as toileting, assisting with meals and lifting of students and/or the provision of support to students in accordance with approved student health care/treatment plans. The degree of responsibility for these activities will vary depending on the role, individual student needs and the working environment.

Employment conditions

A full-time Administrative Service Officer's ordinary hours of work are 147 hours over a four week period (ie. an average of 73 hours 30 minutes per fortnight or 36 hours 45 minutes per week).

Administrative Service Officers usually work 7 hours 21 minutes per day with an additional 60 minutes for a lunch break.

Administrative Service Officers in schools are required to work during school stand down periods (school holidays), noting that flexible working conditions may apply on an individual basis.

Extracurricular activities

Administrative Service Officers in schools may be required to assist teachers with the care and supervision of students in out-of-class activities including on school excursions, overnight camps and when transporting students to other campuses or facilities.

These school activities may be in addition to their ordinary hours of work. In these circumstances, participation is voluntary and following agreement with the principal, Administrative Service Officers may be granted flex or overtime in accordance with the enterprise agreement.

The degree of responsibility for these activities will vary dependant on the Administrative Service Officer, student needs and environment.

Mandatory reporting requirements

Administrative Service Officers in schools also have an additional responsibility for the care and protection of students. *The Children's and Young People Act 2008* (the Act) identifies certain persons, including teachers and public servants who in the course of their employment works with or provides services to children and young people, as mandatory reporters.

A mandatory reporter must notify Care and Protection Services when they believe, on reasonable grounds, that a child or young person has experienced, or is experiencing, sexual abuse and/or non-accidental physical injury.

Reportable conduct

The ACT Reportable Conduct Scheme is an employment based child protection measure designed to ensure that allegations and convictions against employees, related to abuse and misconduct against children, are identified and acted on appropriately. The Scheme was developed in response to the Royal Commission into Institutional Responses into Child Sexual Abuse and mirrors the NSW system, which has proven to be an effective and successful model.

The ACT Education Directorate is considered a 'designated entity' under the scheme and as such is required to report allegations, offences or convictions relating to child abuse or child-related misconduct by an employee, to the ACT Ombudsman. For the purposes of the scheme, a child is classified as a person under 18 years old.