



**ALL SAINTS'  
COLLEGE**



## DUTY STATEMENT NEXUS INTERN (0.4424 FTE: 18.75 hours / week in term time)

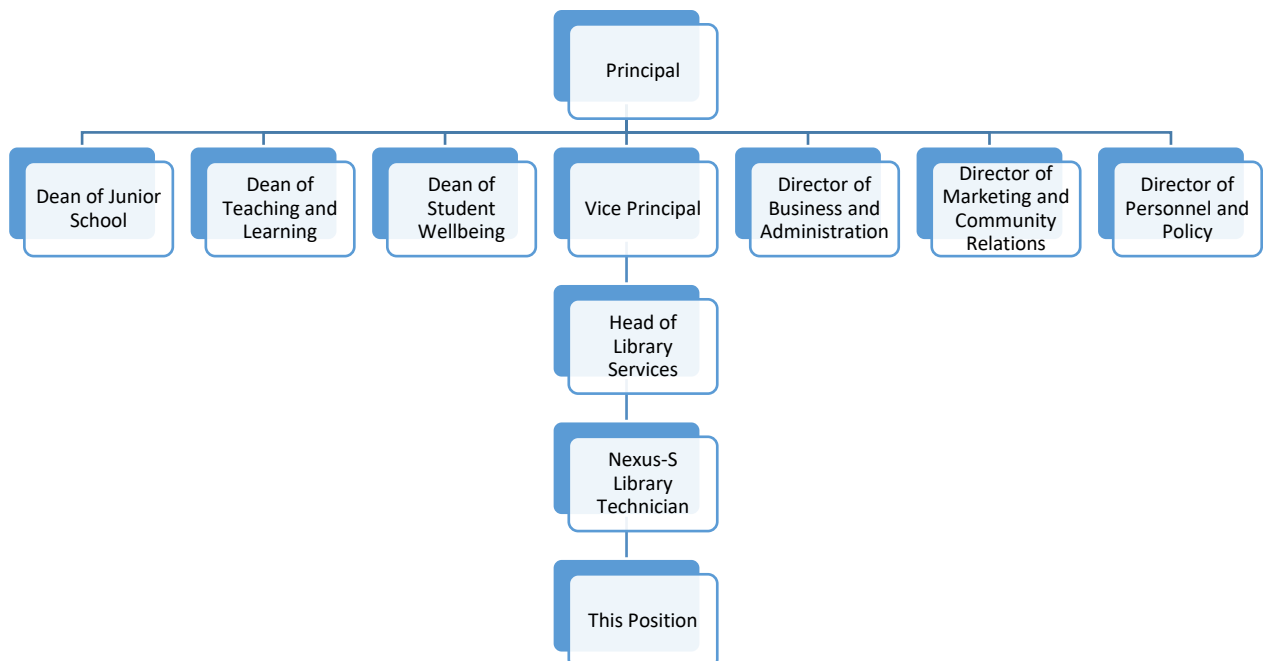
***All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.***

### POSITION PURPOSE

Working with Nexus team, the Intern will play a pivotal and exciting role in supporting teachers and students in all facets of the team's services. This role will be a challenging yet rewarding experience, with the changing role of teacher resources and student needs in an increasingly digital world.

The successful applicant will work in a team reporting to the Head of Library Services. The Nexus Intern will have a positive and enthusiastic outlook, be able to work collaboratively with the team and demonstrate flexibility in the evolving environment of a combination of library and ICT services. They will have a passion for resources, including books, and see the potential for digital applications to further enhance these services.

### ORGANISATION STRUCTURE



## KEY RESPONSIBILITIES

The Nexus intern will assist the Head of Library services and related staff to provide basic technical, administrative and general assistance.

### 1. Administration

- (a) Provide administrative support when appropriate.
- (b) Correspond with visiting speakers, mentors and guests.
- (c) Work closely with other staff in Library/TSC to serve the College community.

### 2. Operational Support

- (a) Issue new Student and Staff ID cards using Assure ID.
- (b) Troubleshoot printing problems with student ID cards using PaperCut and reactivating old ID cards when required.
- (c) General circulation desk queries – e.g. locating a book to helping with printing
- (d) OPAC's (library catalogue) – assist staff/students to search for items, place reserves, look up their borrowing history, etc.
- (e) Run various reports in Oliver:
  - i. Student and staff overdues
  - ii. Overdue letter reports to parents
  - iii. Reservation reports
  - iv. Monthly usage statistics
- (f) Shelve returned books, regular shelf-checking to ensure books are in the correct place and dusting the shelves as required.
- (g) Support printing issues when they arise around the College.
- (h) Greet visitors at the front desk and ascertain needs of staff needing support.
- (i) Assist staff and students with printing and laminating requests.
- (j) Process new books (spine labels, due date slips, covering).
- (k) Assist in the maintaining of AV equipment housed in the library.
- (l) Support the creation of a PowerPoint for Senior School assemblies.
- (m) Repair and mending of books.
- (n) Take money collected to Accounts – Student ID cards, Lost/damaged books
- (o) Promote library resources – prepare displays for the notice boards, TV monitors, MyASC and posts on Instagram.
- (p) Assist staff with their use of MyASC and other College software including uploading documents.
- (q) Send and track books on Approval to Department staff.
- (r) LibGuides – prepare and update research guides for research investigations.
- (s) MyASC – update and maintain the Senior Library pages of MyASC.
- (t) Miscellaneous duties – laminating, stationery orders, assist with stocktake etc.
- (u) Compile a list of lost/damaged books for Head of Library Services to replace.
- (v) Prepare and assist students with craft activities in the library e.g. Easter, Mothers' Day, Fathers' Day, Christmas, etc.

- (w) Delete weeded resources from the Library Management System and stamp.
- (x) Assist in Nexus-J when required.
- (y) Assist in any major projects in the Library.

### **3. Staff Expectations**

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- (c) Maintain professional confidentiality concerning information about staff and/or students.
- (d) Ensure staff work areas are kept clean and tidy.
- (e) Strive to implement productivity, quality and service improvements on a continual basis.
- (f) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (g) Comply with Occupational Safety and Health requirements in the workplace.
- (h) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (i) Always operate as a 'team player' and fully support the Principal, Leadership Team and activities of the College.

### **4. Other Duties**

- (a) The Nexus Intern may, from time to time, be required to undertake other duties as directed.

*The College recognises that Duty Statements are dynamic documents.  
They are reviewed annually or as required.*

November 2020