



Sacred Heart College

AUCKLAND

Current Vacancy

Sacred Heart College is currently seeking a part-time Library Assistant. Reporting to the Library Manager, the successful candidate will work as part of a team and independently to ensure the smooth day-to-day running of the library. Some sole supervision of students will be necessary. Ideally you are willing to undertake, or currently undertaking, the Diploma in Information and Library Studies (Level 5).

Key responsibilities;

- Complete routine descriptive cataloguing,
- Support library users to locate specific resources
- Assist with student focused activities and library events
- Stock management - processing and covering of new materials, weeding, stocktake and mending resources
- Assist with daily circulation tasks of the library, such as issuing, returns, reservation and renewal of items for staff and students
- Sending overdue notices
- Support and supervision of students before school, lunch and after school activities
- Work alongside the Library Manager to train, mentor, and supervise Student Librarians

Skills and Attributes

- Flexible, punctual and proactive
- Highly organised, proactive, and capable of working independently and as part of a team
- Enjoy working with teachers and students
- Have sound computer skills (Word, Email, Publisher, Spreadsheet, Digital media)
- Any experience with AccessIT would be advantageous
- Demonstrates the ability to work effectively with teenagers and build positive, supportive relationships
- Well-read, with a particular interest in Young Adult (YA) fiction
- Supports Information Literacy
- Demonstrates a forward-thinking mindset and natural curiosity

Commencement date negotiable. This is a part-time role, 19 hours per week, term time only. Contract and remuneration will be in accordance with the Support Staff in Schools Collective Agreement Librarian Rates. An understanding of the Special Character of the College is essential.

Applications close: 14th August 2026

Please email a letter of application and a copy of your CV to: Melanie Inglis, Manager of Recruitment/HR on recruitment@sacredheart.school.nz. In the subject line please specify the position you are applying for.