



LIBRARY TECHNICIAN

Part-time (0.8) 4 days per week OR open to possible job share between two people.

Hours: 8:30am-4:00pm

Melbourne Rudolf Steiner School (MRSS) is a K–12 co-educational, non-denominational school situated in the outer eastern Melbourne suburb of Warranwood.

We are seeking experienced, qualified Library Technicians to work in our school library.

About this Role:

You will become part of a small team, committed to providing efficient and friendly service. The library caters to both Primary and Secondary students as well as providing professional support to teaching staff from early Childhood to VCE. The library service also extends to our parent body and school community.

The successful applicant/s will need to enjoy working with children, adolescents and adults, and must be willing to gain an understanding of, and support, the school's educational philosophy.

The library requires flexible workers who are willing to perform a variety of tasks. These include circulation duties, reference services, shelving, end processing, book repairs and administrative duties. Familiarity with Library Management Systems (SirsiDynix/Horizon or similar) and excellent computer skills are essential.

Requirements:

- Current Working with Children check
- A sound understanding of, and commitment to, current Child Safety Standards.
- The right to work in Australia

How to Apply:

Applications should be sent with a current CV and cover letter, as well as the names and contact details of two referees, by **3pm, Tuesday 24th February, 2026.**

Email: office@mrss.vic.edu.au

Child Safety Standards:

MRSS is committed to ensuring child safety. MRSS has zero tolerance for child abuse and has in place policies and procedures to uphold the Victorian Child Safe Standards to ensure a child-safe environment. Particular attention is paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved at MRSS has a crucial role to play to ensure that the well-being and safety of all children and young people is at the forefront of all they do and every decision they make.

