



**Moriah College**  
בית ספר הר המוריה



Moriah College invites outstanding individuals to apply for the position of:

**Part-time School Library Assistant**  
**Part-Time (3 days per week – Monday to Wednesday)**  
**Term Time only**

The successful applicant will:

- Experience in a library or working towards a library qualification
- Enthusiasm for working with students in Years 7-12 and teaching staff in the delivery of a high level of customer service
- Ability to effectively prioritise tasks and multi-task without supervision
- Ability to work collaboratively in a team environment
- Demonstrated computer skills, including word processing and graphics
- Demonstrated ability to adapt and demonstrate initiative in a workplace environment of ongoing change
- Excellent written and spoken communication skills
- HSC or equivalent
- Knowledge of library management systems is desirable
- Experience in an educational setting is desirable

All appointments will be based on merit selection without reference to the religion of applicants.

An empathy with the ethos of our Modern Orthodox Jewish Day School is essential.

Any offer of employment will be subject to background checks and child protection screening.

**APPLICATION PROCESS:**

To apply for this position, you will need to be an Australian Citizen/Australian Resident/have a current Australian Work Visa.

Visit [www.moriah.nsw.edu.au](http://www.moriah.nsw.edu.au) for an Employment Application Form. The completed Application Form together with a letter of application, CV and two referees should be forwarded to [jobs@moriah.nsw.edu.au](mailto:jobs@moriah.nsw.edu.au)

**Applications close 4pm, Friday 20<sup>th</sup> September 2019**

*Moriah College provides a dynamic working environment where staff are valued and students are committed to learning*

*Moriah College is a modern Orthodox Jewish Day School with a tradition of strong academic results*