

KAIKORAI VALLEY COLLEGE



APPLICATION FOR SCHOOL LIBRARIAN

Position applied for	Location
School Librarian (Part-Time)	Kaikorai Valley College, Years 7 – 13

Preferred title: Mr/Mrs/Ms/Miss/Other

Surname/Family Name	First Names (in full)

Full Postal Address

Contact Telephone Number		
Private:	Business:	Cellphone:

Date of Birth	E-mail Address

Current Position	School / Business

Please tick the appropriate response:

Are you a New Zealand citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, do you have resident status, or	Yes <input type="checkbox"/>	No <input type="checkbox"/>
A current work permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever had a criminal conviction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		

Have you ever received a police diversion for an offence? Yes No
If "Yes" please detail:

Have you been convicted of a driving offence which resulted in temporary or permanent loss of license, or imprisonment? Yes No
If "Yes" please detail:

Are you awaiting sentencing/currently have charges pending? Yes No
If "Yes" please state the nature of the conviction/cases pending:

In addition to other information provided, are there any other factors that we should know in order to assess your suitability for the appointment and your ability to do the job? Yes No
If "Yes," please elaborate:

Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to? Yes No
If "Yes," please detail:

Do you have a current driver's license? Yes No
Licence Number: _____ Expiry Date: _____

Please Note:

- You may be asked to provide a copy of the relevant Court record(s) obtainable from the Registrar of the Court concerned.
- Failure to provide true and correct details of any conviction or reason for unsuitability will make you liable for dismissal from the employment of the Board of Trustees, should you be the successful applicant.

Privacy Act Statement

I agree that the Board of the School or its agents may make written or verbal inquiry regarding my suitability for this position from my nominated referees, and/or previous employers, and/or other persons, and/or institutions deemed necessary to satisfy the Board as to my suitability for the position as stated at Kaikorai Valley College.

Signature of Applicant: _____ **Date:** _____

Instructions for Applicants School Librarian



Instructions for Applicants:

1. Applications for this position close on Friday, 10 April 2026, at 5.00pm. The starting date for the position is Monday, 20 April 2026.
2. The hours are part-time (20 weeks in term time only)
3. The position description or tasks being asked of the Librarian are included in this job package. Please ensure that you read through this before applying.
4. All inquiries are to be directed to Jatin Bali, Principal, jabali@kvc.school.nz. Job packages are available from the EA via email at kamolloy@kvc.school.nz or on our website, <https://www.kvcollege.co.nz/resources/vacancies>.
5. Applications to be emailed to jabali@kvc.school.nz.
6. Your application should consist of the following items:
 - The attached application form signed and dated.
 - A cover letter of application.
 - A curriculum vitae containing at least the following information:
 - Biographical details
 - Details of training and experience, and any other employment history
 - Other relevant experience and/or expertise
 - Any other information you feel may assist the selection panel in making its decision.
 - Names and contact addresses/phone numbers of up to three people who have agreed to act as referees on your behalf. Please ensure they can comment on your ability to do this job (previous employers). Ensure that they know they have been nominated and that you authorise them to disclose information about you to the Board or its agents for the purpose of determining your suitability for the advertised position, should we choose to contact them.

All appointment procedures shall adhere to the Kaikorai Valley College Equal Employment Opportunities Policy, which is designed to ensure that no irrelevant factors are considered during the appointment processes, and the Kaikorai Valley College Appointments Policy.

The Board or its agent may make inquiries to previous employers, other persons, or institutions deemed necessary to satisfy the Board/Principal as to the suitability of the applicant for the advertised position.

As a condition of employment, the successful applicant appointed to a role at Kaikorai Valley College will be police vetted.

Proposed timeline for appointment of Librarian.

1. Advertisement placed on Seek on Tuesday, 24 March 2026.
2. Closing date noon, Friday 10 April 2026 at 5.00pm.
3. Short-listing candidates and interviews likely to take place the week of 13-17 April 2026.
4. All candidates will be notified at the conclusion of the interview process.
5. New appointment begins on Monday, 20 April 2026 (negotiable).

Kaikorai Valley College

School Librarian

Job Description



Key Objectives

To help develop the library as a centre of learning and creativity, and to promote and provide a supportive and effective facility for all members of the school community, which will encourage a love of reading and foster lifelong learning.

Responsible to: Deputy and Assistant Principals

Hours of Work: 20 hours per week, Monday to Friday (term time)

KEY TASK	PERFORMANCE INDICATORS	ACHIEVED YES/NO
Provide a space that caters for individual's needs to reflect, read, create, present, play and learn	<ul style="list-style-type: none"> • Encourage library use with appropriate events and activities. • Provide effective supervision in the library, including students' Interval and lunchtimes. • Maintain and update the library so it is an attractive environment and appeals to all ages, be creative with spaces and displays. • Use ICT Helpdesk promptly if problems occur so library experiences minimal downtime. • Uses time effectively and efficiently. 	
Liaison with students and teachers – to provide a proactive information service across the curriculum	<ul style="list-style-type: none"> • Promote library resources that students can access. • Support and develop information literacy across all year levels and curriculum. • Plan a library orientation programme for new staff and students. • Liaise with agencies and support groups e.g. National Library of NZ, SLANZA, and the regional library network • Establish and manage student librarians selected each year. 	
Curating the library collection and administration	<ul style="list-style-type: none"> • Select high-quality resources, magazines, and books that meet the needs of the school, students, and teachers to have a balanced, up-to-date collection, covering the curriculum. • Classify and catalogue all resources purchased and prepare with suitable covers, barcodes, etc., ready for issue. • Oversee a regular stock take of library resources. • Undertake regular culling and disposal of older books to keep the collection up to date. • Establish and monitor day-to-day systems and workflows in library. • Work within the library budget allocated for the year. • Maintain the library management system (ACCESS) 	
Day-to-Day Operations	<ul style="list-style-type: none"> • Stamp and Barcode Items • Catalogue each item on ACCESS • Prepare Spine Labels • Cover books etc., • Ensure furniture is in good repair • Maintain attractive displays of books and material • Oversight computing room and assist Teachers and Students 	