

JOB DESCRIPTION

Job title: Librarian

Job grade: A2

Report to: Head of Library

Job overview:

Librarian assist the Head Librarian in all activities related to the Library to ensure that library provision meets the needs of all its users.

Responsibilities and Duties:

- Maintain a professional and welcoming library space for all staff and pupils – Early Years – Year 12;
- Take part in organizing library related activities and when the Head Librarian is not there coordinating the activity on the day.
- Liase and visit local book companies for book purchases.
- Help to prepare teaching materials as required for both Head Librarian and Librarian to use in lessons.
- Recommend books for parents and teachers.
- Storytelling for Kindergarten and Elementary students.
- Circulate library materials and send out book retrieval notices;
- Assist library patrons in locating materials, use of online catalog and use of online database resources;
- Sort, distribute, file and shelve returned materials by type, location, or unit of library to which assigned;
- Produce overdue reports and lost book notices;
- Retrieve library materials when needed for patron use;
- Repair damaged library books or prepare for discard;
- Process new library materials and periodicals received for circulation;
- Add new items to the library automation system, add call numbers and book covers;
- Supervise students in the library;
- Examine returned materials, record receipt of payment for lost or damaged materials;
- Create Purchase Requests for new book orders including Titles, authors, publishers, isbn and cost;
- Perform assigned duties during emergency drills;
- Maintain professional appearance and behave in a manner appropriate to a public setting;
- Perform reliably, dependably with a good record of attendance, punctuality, flexibility and time management;
- Attend library-related meetings, workshops and any training or in - service programs;
- Support the team in any relevant issues/matters;
- Other tasks when and as required by Line Manager.

Requirements:

Education:

- University/College Degree
- Excellent English communication

Experience:

- In using a library automation system (Follett Destiny)
- In an International school library preferable

Skills:

- Time management
- Social and cultural perceptiveness
- Ability to perform clerical task with limited supervision and assume clerical responsibility for a major segment of the library's operation;
- Work well with students and staff

Personalities:

- Be organized and flexible
- Service orientation

Others:

Clerical, customer and personal services

Job Holder's Signature: _____

Date: _____

Direct Manager's
Signature: _____

Date: _____

HR Manager's Signature: _____

Date: _____