



The Junior and Senior School is looking to hire an individual for the position of **School Librarian**.

The Junior and Senior School aims to provide excellent, innovative and creative education that enables all students to realise their full potential and to enjoy a fulfilled life as confident, compassionate and healthy members of the global community, continuing to learn and contributing to a better world for all.

Duties and Responsibilities

The duties and responsibilities outlined in the Job Description are examples of a successful candidate. However, these are not to be construed as exclusive or all-inclusive.

Requirements

- Bachelor's or master's degree in library science, Information Science, or a related field.
- 2 – 3 years in a related position will be considered as an advantage.
- Excellent organizational and communication skills
- Fluent in English and Greek both orally and in writing
- Computer literate with excellent Microsoft skills
- Good behaviour management skills
- Ability to meet deadlines and prioritise workload

Location

The successful candidate will be working at Senior School Site.

Remuneration

A competitive remuneration package will be offered to the successful candidate, according to qualifications and experience.

Applications

All applications will be treated in strictest confidence.

Interested applicants should complete our online application and send their CV and certificates, quoting "Librarian/2025" by 05 February 2025.

The Junior and Senior School is committed to the safeguarding and protection of children and young people. Any offer of employment will be subject to satisfactory references and appropriate criminal records checks. Questions regarding safeguarding of children and young people will be asked during interview.

Educating since 1944

THE JUNIOR SCHOOL	THE SENIOR SCHOOL
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Job Description

Position: School Librarian

Librarian

Student Assistance

- Evaluate and select materials based on the needs and interests of library users.
- Assist students in locating and accessing library resources.
- Provide reference services, answering inquiries and helping with research needs.
- Organize events such as book fairs, reading challenges, and author visits.

Library Management

- Develop and implement policies for library use and borrowing.
- Manage the library budget, including purchasing books, digital resources, and equipment.
- Catalogues new books or books donated.
- Acquire, catalogue, and organize library materials.
- Develop and maintain a well-organized and up-to-date library collection.
- Co-ordinate with the Library Systems Vendor for problems, queries and additional requirements
- Co-ordinating with Heads of Dept/Subject leads/Heads of Faculty/Pastoral leads/Head of IB on book requirements, placing orders & procurement.
- Stay informed about current trends in literature and educational resources.

Reader Services

- Promote reading and literacy through reader advisory services.
- Encourage a love of reading among library users of all ages.
- Guide and follow-up with the Duke of Edinburgh International Award students who volunteer to help maintain the library.
- Co-ordinating with Heads of Dept/Subject leads/Heads of Faculty/Pastoral leads/Head of IB in support of related projects.

Administrative Tasks

- Oversee library circulation processes, including check-in, check-out, and overdue notices.
- Keep accurate records of library materials and transactions.
- Apply standard cataloguing and classification systems to organize and shelve materials.
- Assist during DEAR sessions.

Non limiting clause

This job description is not intended to be a complete or limiting description of the tasks or responsibilities that the post holder may reasonably be requested to undertake. The job description may be changed to meet new demands or circumstances and following consultations between the post holder and the Headteacher/Principal.

I accept and agree to the abovementioned terms and conditions of employment.

Name: _____

Signature: _____

Date: _____

80 years

 THE
JUNIOR & SENIOR
SCHOOL
Inspiring young people to think & care