



Vacancy for Library Assistant

Location	Dover Court International School - Singapore
Job Title	Library Assistant
Job Purpose	To assist the day-to-day running of the school libraries and to provide support to librarians to ensure the libraries provide opportunities for all students to learn and make good progress.
Reporting to	Teacher Librarian
Other Key Relationships	Classroom Teachers, Teaching Assistants
Package	

Key Results Area	Measures of Performance
<p>Student Wellbeing and Health & Safety</p> <ul style="list-style-type: none"> Fully support the school’s safeguarding policy and know the reporting procedures to follow in case of a Child Protection issue Be responsible for personal health and safety and know how to report H & S concerns Ensure the library is properly maintained and kept tidy. Supervise students during lunch and recess times, before and after school hours. 	Students are safe and ready to learn
<p>Teaching</p> <ul style="list-style-type: none"> Responsible for providing support to the Teacher Librarians. Provide excellent services to all patrons of the school community as requested. Supervise the use of all library materials, digital resources and equipment. Work collaboratively with the Library team Be responsible for the circulation and maintenance of patron records and the library space and associated programs. Work with students in the library to support literacy and learning activities. 	The library is a welcoming environment where students and teachers can easily locate resources and support for their information and literacy needs.



<p>Administration/Development:</p> <ul style="list-style-type: none"> ● Support the Librarians with the ordering, tracking and acquisition of print and online resources. ● Catalogue and prepare resources for easy access according to predefined archiving rules. ● Ensure that library materials is properly maintained or repaired as required. ● Assist library staff with displays and bulletin boards ● Support library events as required ● Provide clerical support for Teacher Librarians ● Organize and maintain library stationary and processing materials 	
<p>Personal Development Continual development through the identification and implementation of your own Personal Development plan</p>	
<p>Other</p> <ul style="list-style-type: none"> ● Promote and adhere to the Company Vision and Values: <ul style="list-style-type: none"> ○ Opportunity - For us, opportunities need to be meaningful, about achieving potential and making progress. ○ Impact - For us, impact is about making a difference. It needs to be immediate, positive and lasting. ○ Leadership - For us leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility. ○ Respect - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right ● All staff are expected to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation ● Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation ● Any other appropriate duties as allocated by the Principal or Headteachers ● Willingness to undertake appropriate child protection training when required 	<p>Valued member of the library team and organisation</p>

Person Specifications	
Qualifications/Training	
Diploma from a recognized Singapore Polytechnic	(Desirable)
Experience/Knowledge	
Good working knowledge of English National Curriculum	(Desirable)
Good understanding of literacy development	(Desirable)
Familiarity with children and young adult literature	(Desirable)
Working knowledge of research tools	(Desirable)
Skills	
Able to work as part of a team	(Essential)
Computer literate	(Essential)
Good research skills	(Desirable)
Good English communication skills, both verbal and written	(Essential)
Personal Attributes	
Positive work attitude	(Essential)
Excellent interpersonal and communication skills	(Essential)
High levels of personal integrity	(Essential)
Excellent organisational and time-management skills	(Essential)
Attention to detail	(Essential)
Ability to work under pressure and remain calm	(Essential)
Willingness to take on multiple tasks	(Essential)
Self-motivated and enthusiastic	(Essential)
Flexible and adaptable	(Essential)
Continually strive for improvement	(Essential)