



About Us

Nord Anglia Education is the world's leading premium schools organization, with campuses located across 25 countries in North America, Europe, China, Southeast Asia and the Middle East. Together, our 56 schools educate more than 50,000 students from kindergarten through to the end of secondary school. We are driven by one unifying philosophy: we are ambitious for our schools, students, teachers and staff, and we inspire every child who attends a Nord Anglia Education school to achieve more than they ever imagined possible.

Every parent wants the best for their child — so do we. Nord Anglia Education schools deliver high quality, transformational education and ensure excellent academic outcomes by going beyond traditional learning. Our global scale enables us to recruit and retain world-leading teachers and to offer unforgettable experiences through global and regional events, while our engaging learning environments ensure all of our students love coming to school.

Vacancy

LIBRARIAN ASSISTANT

- Location: Phnom Penh
- Reports to: Library Coordinator
- Schedule: Full-time
- Salary: \$280-\$350

JOB ROLES

- Cataloging and reshelving books
- Taking responsibility for promoting reading throughout all age ranges
- Creating engaging library book displays
- Supporting teachers in promoting reading
- Checking in and out library borrows
- Supervising library usage
- Other tasks as assigned by line manager

KEY RESULT AREA

- Support children with their learning activities in the library
- Work closely with Librarian or other library staff to make sure pupils enjoy learning in a safe and caring setting
- Getting the library ready for students and/or guests
- Helping children who need support to find the books
- Helping teachers when needed to arrange library activities
- Ensure the library behaviour
- Looking after children who are upset or have had accidents
- Clearing away materials and equipment before closing the library

- Helping with outings and sports events
- Taking part in training when necessary
- Carrying out administrative tasks as assigned by principal or senior leadership team
- Dealing with simple enquiries, and having the judgment to know when to pass them to more senior colleagues
- Other appropriate duties as allocated by members of the senior leadership team

REQUIREMENTS

- At least 1 years' relevant experience (preferable in education industry)
- Work experience in an international environment
- University degree
- Fluency in Khmer and English
- Good computer literacy
- Good organization skill
- Love to work with children

Application Information

Applications should include a covering letter along with a photograph, updated CV with all relevant experience, along with the names and contact email addresses of at least two referees.

Applications should be sent to *employment@nisc.edu.kh*

Closing date: 31 March 2019

The school reserves the right to appoint before this deadline if the right candidate is found.

Northbridge International School Cambodia is committed to safeguarding children and young people. All post-holders are subject to a satisfactory enhanced DBS (in the UK) or Criminal Records (Police Check) disclosure from their most recent country of residence.