

The British School Manila has a requirement for on-the-job trainees who will assume the following position in **August 2017**

Library Assistant On-the-Job Trainee

The School is in need of two (2) on-the-job trainees who will provide administrative & clerical support to the various daily activities of the Learning Resources Center, such as cataloging, barcoding and collection inventory.

Qualifications:

1. Currently enrolled in junior or senior baccalaureate years in Education or Library and Information Science;
2. With excellent English communications skills;
3. Proactive, organised and resourceful.

Application:

Submit your application letter and resume to:

Leo Carlo Sarion

Human Resources Officer

Telephone No.: 860.48.00 local 1152

Email Address: csarion@britishschoolmanila.org

Website www.britishschoolmanila.org

We will respond to shortlisted applicants only

Deadline of submission of application is Friday, 18 August 2017

The British School Manila (BSM) is a highly regarded co-educational British international school established in 1976. The School is proud to uphold the high standard of the British education system and we take full advantage of our multi-cultural setting. We are accredited by the Council of International Schools (CIS) and also a member of Federation of British International Schools in Asia (FOBISIA) and The Independent Association of Prep School (IAPS).

At present 900+ students aged 3-18 are on BSM's roll and 41 nationalities are represented. British children make up 28%, Filipinos 22%, Australians 10%, Canadians 10% and Americans 10% of the total population.