

The British School Manila has a requirement for an on-the-job trainee who will assume the following position in **January 2018**.

Library Assistant On-the-Job Trainee

The School is in need of an On-The-Job trainee who will provide administrative & clerical support to the various daily activities of the library (Learning Resources Centre) such as but not limited to cataloging, barcoding and collection inventory.

Qualifications:

1. Currently enrolled in junior or senior baccalaureate years in any degree programme, with preference for Education, Business and Liberal Arts students;
2. With excellent English communications skills;
3. Proactive, organised and resourceful.

Application:

Submit your application through your Jobstreet.com account. We will respond to shortlisted applicants only.

Deadline of submission of application is Friday, 19 January 2018.

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.