

The British School Manila has a requirement for a prospective member of the support staff who will take on the role of:

School Librarian

The holder of this position will assist in managing the school library to support the curriculum and student learning. Specifically, amongst all other tasks, the School Librarian will:

1. Ensure proper cataloguing of library resources onto a library information system, and assist in the selection and acquisition of appropriate library resources from book catalogues to online databases.
2. Assist in managing the circulation by checking resources in and out of the library, follow-up on overdue and lost library resources and ensure books, periodicals, digital resources and other relevant materials are organised.
3. Contribute to the development and delivery of the library education programme.
4. Promptly assist students, teaching and support staff with their information requirements.

Qualifications:

1. Holder of relevant degrees in Library and Information Science, preferably with above-average academic record from a reputable school.
2. Shows strong interpersonal and communication skills.
3. With excellent information and communication technologies (ICT) skills.
4. New college graduates are welcome to apply.

Remuneration:

The pay and benefits package in Philippine peso will be tailored based on the candidate's qualifications.

Application:

Please submit your application letter and resume to:

Jay Galang

Head Librarian

Email Address: mgalang@britishschoolmanila.org

Website www.britishschoolmanila.org

Closing date for receipt of application is 23 March 2020. We will respond to shortlisted applicants only.

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 The Federation of British International Schools in Asia (FOBISIA) and The Independent Association of Prep Schools (IAPS).

At present 950+ students aged 3-18 are on roll and 48 nationalities are represented. British children make up 28%, Filipino 21%, Australian 11%, Canadian 10% and American 7%, of the total student population