

Operating in close association with Harrow School, London, the Harrow family of schools in Asia have similar ethos and high standards. Set on a spacious, garden site in one of the world's most diverse and dynamic cities, we are Harrow's original school in Asia and are thriving, with a roll of almost 1,600 (20% of the Upper School are boarders) progressive approaches to learning, a strong commitment to service and outstanding academic results.

## School Library Assistant

The school is looking for a School Library Assistant to deliver a range of core services in support of the Lower School library. Core duties include circulation, cataloguing, shelving and ensuring that library materials remain accessible, organised and easily available to users.

### Main Duties and Responsibilities

- Supervision of students when they are in the Library. This includes assisting teachers and teacher librarians during class time; responding to enquiries; issuing books and behaviour management. Liaising with pupils, staff and parents dealing with their general enquiries and helping them locate relevant information.
- Man the circulation desk at times agreed with the librarians.
- Process and catalogue new stock.
- Assist with the management and support of library systems following liaison with the Librarians.
- Assist with the development and preparation of materials for use by students and staff.
- Prepare and managing displays following discussion with the Librarian.
- Maintain the tidy appearance of the Library, including shelving of all materials.
- Report routine maintenance faults with the lights, air-conditioners etc, directly to the Facility manager.
- Report basic computer faults to ICT.
- Communicate and provide information by relevant methods internally and externally to assist and enable school operations to run smoothly and provide effective service to customer groups.
- Respect and respond to deadlines as discussed and agreed with various stakeholders.
- Take responsibility for finding out about and keeping up-to-date with developments within the school.
- Attend training and develop relevant knowledge, techniques and skills.

### Other Duties

- As detailed in full job description

### Qualifications and personal qualities

- Degree in related field
- Excellent written and verbal communication skills
- Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies
- Ability to work effectively, both in collaboration with other professionals/teams and use own initiative
- Attention to detail and accurate data entry skills
- Excellent organisational skills/time management/ability to prioritise and organise own workload/able to work to deadlines
- To be aware of the unique demands of working in a School environment
- Excellent Microsoft Office skills

**Harrow International School recruitment and selection procedures reflect our commitment to the safety and protection of children. Candidates will be expected to comply with our school child protection and safeguarding policy.**

Application deadline **20<sup>th</sup> February 2017** (early submission of applications are encouraged)

Please complete the application form and submit it along with your CV and an introductory letter directly to

Harrow Bangkok at [hr.recruitment@harrowschool.ac.th](mailto:hr.recruitment@harrowschool.ac.th)