



# SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • CITY CAMPUS

Shrewsbury International School

Job Opportunity Primary School

Position / Job Specification: Experienced Library Assistant (This appointment is for a Thai national only)

Posting Date: 9<sup>th</sup> May 2018

Closing Date: 9<sup>th</sup> June 2018

Position Title: Library Assistant (founding team)

Department: Administration

Salary: Dependent on experience

**Introduction** This document is to be read in conjunction with the Employment Agreement. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation between the postholder and The Principal.

**General:** Following the success of Shrewsbury International School Bangkok Riverside where 1700 students study in one of Southeast Asia's top performing schools, a brand new second campus will be opened in the heart of the city in August 2018.

Shrewsbury International School Bangkok (City Campus) will share the same values, ethos and mission of the Riverside Campus and will cater exclusively for primary aged children. 640 places will be available from Early Years 1 (Age 3+) to Year 6 (Ages 11+).

Both campuses will come together to form Shrewsbury International School Bangkok and children from City Campus will graduate to Riverside in Year 7 (Age 12+).

City Campus will establish its own unique identity and the two campuses will integrate and liaise with each other creating exciting opportunities for both children and for staff.

The school itself is currently under construction, ahead of schedule. It will be operating on 25,000sqm of learning space. There are 4 major buildings which have the capacity to fit 640 students. A dance studio, air con gym, canteen, swimming pools, football pitch and running track are all designed bespoke for primary aged children.

Terms, Conditions and Benefits: As stipulated in the Employment Agreement.  
NB. This position involves working through school holidays, with the same holiday allowance as other Admin staff.

Key Responsibilities: The Experienced Library Assistant

- is responsible to the Librarian who acts as Line Manager;
- works closely with the rest of the library team to provide an excellent library service to all members of the school community; students, parents and teachers, and keep the physical library and all of its services running smoothly;
- show leadership on the library team; take initiative to improve the library and its services; serve as a role model for the other library assistants;
- helps to promote reading to all members of the school community, and advises on information access.

Tasks: The Experienced Library Assistant will:

- help to create a welcoming environment in the library
- work with students of all ages, from 3-11 years
- assist with the training of other library assistants
- provide assistance to teachers and parents
- process check-in and check-out of books
- shelve and tidy books
- deal with students' enquiries
- ensure library stock is in good order
- process library materials

- help to create displays
- supervise students in the library
- support teachers through resource provision
- promote reading
- help students find the information they need
- promote the speaking and learning of English
- keep the library running smoothly, solving problems as they arise or passing them on to an experienced person to deal with

Professional  
Expectations:

The Experienced Library Assistant will:

- demonstrate leadership skills;
- serve as a role model to other library assistants;
- demonstrate skills in promoting the School's Philosophy and Objectives;
- have good English language skills in speaking and reading;
- be familiar with a wide range of library equipment and its correct usage;
- take an interest in reading
- have proven ICT and information sourcing skills;
- enjoy working in a school-based environment;
- have strong communication and interpersonal skills;
- be professional and rigorous in approaching matters of Health and Safety;
- be conscientious, efficient and organized;
- actively seek to improve his / her practice and participate in Training and Development;
- be a strong team player - good-natured, willing to learn and flexible in approach;
- be keen to develop library skills, approaches and practices.

Child  
Safeguarding:

Shrewsbury International School is committed to Safeguarding and promoting the welfare of children. The successful candidate will be required to

- attend in-house Child Safeguarding programmes
- promote and safeguard the welfare of all students in the school
- report to the Child Protection Officer any concerns they have for the welfare of a student. This may include unsafe practices

witnessed within the school as outlined in the school's Speak Out (Whistleblowing) Policy

- keep professional relationships with students where personal boundaries are respected and maintained
- seek advice from a Line Manager or Child Protection Officer with issues or concerns related to Child Safeguarding

Requirements:

- Satisfactory Thai Police Criminal Record check
- Confirmation of identity
- Satisfactory references
- Verification of qualifications and work experience

How to Apply:

Applications will only be accepted through the school application portal, at [www.shrewsbury.ac.th/city-campus-vacancies](http://www.shrewsbury.ac.th/city-campus-vacancies).

The application is preferably in English so please select the application for Thai National (English Version).

Further Details:

Full details of the school are available on our website at <http://city.shrewsbury.ac.th>

Any queries should be forwarded to Ms. Amanda Dennison, Principal, Shrewsbury International School Bangkok City Campus.

[amanda.d@shrewsbury.ac.th](mailto:amanda.d@shrewsbury.ac.th)