

If you are interested in being part of a school community where we inspire our students to reach their full potential, then look no further.

We are looking for an **Assistant School Librarian** to join our team who has strong administrative skills as well as a passion for education, learning, books and digital resources. The candidate needs to be fluent in **English**. The successful candidate will be an active member of the school team who enjoys working in an environment which is dynamic and diverse, while at the same time welcoming for students and staff.

Key responsibilities:

- Ensure a welcoming atmosphere in the library/ learning resource center
- Ensure that the library/learning resource center runs smoothly on a daily basis and all students/staff are satisfied and feel supported with the service
- Supervise students in the library and oversee the physical library to ensure cleanliness, order and protection of the library's resources.
- Efficient administration of digital platforms
- Research, curation, development and implementation of (new) (digital) resources and learning platforms
- Assessment and development of research materials and resources
- Develop and organize the library inventory (e.g. books, periodicals, multimedia, etc.)
- Oversee and develop cataloging systems
- Conduct regular checks, updates and evaluations of databases and (digital) information
- Support, teach and help develop a structure for academic integrity and referencing conventions within the school
- Be able to teach research and study skills
- Develop a support structure for the understanding of research reading materials and references for both students/staff members
- Develop student-library interaction and encourage research and reading programmes
- Working with student-library-assistants to promote and develop the library
- Organise activities and promotional events (author/book readings etc)
- Order books from publishers, process late fees if necessary and organize book displays
- Manage library budgeting and billing

Requirements Essential:

- Fluent in English
- Proficiency using computers and working with electronic databases is essential
- Strong administrative and problem-solving skills are fundamental to the position
- Familiarity with information management systems
- Strong organization skills and ability to multitask
- Effective communicator at all levels of an organisation
- Previous experience as a school assistant librarian would be an advantage
- A patient and friendly personality
- A degree/diploma, or previous experience, in library science or information management would be a plus

Remuneration:

The package will be commensurate with the responsibilities of the position and will include the following elements:

- Salary depending on previous experience and qualifications, a Holiday and an End of Year payment according to the CAO (Collective Labour Agreement) for OOP (support staff)
- ABP Retirement/Pension scheme
- School closure Holidays
- The start date of the initial contract is from 1 September 2023.

Respond by email **as soon as possible latest by Monday, 22nd May 2023** including your full CV and a motivation letter to m.koolen@edu.isalmere.nl, addressed to Renee Kloos.

Only shortlisted candidates will be contacted and interviewed. Interview dates will be in **early June 2023**.

The position will be advertised until filled. The school reserves the right to appoint earlier than this deadline should an outstanding candidate apply.