



Job description: Library Assistant

The Swiss International Scientific School in Dubai (SISD) opened in August 2015 and is an authorized International Baccalaureate (IB) Continuum World School for all three academic programmes. We seek to inspire students beyond the classroom to become lifelong learners and global citizens of the 21st Century by developing their talents in a multilingual environment. The school currently serves 1000 students up to and including Grade 10. Student numbers will eventually rise to a targeted total of about 2,200, of whom 300 will be boarding. Our generous, state-of-the-art campus with significant sports facilities is located in Dubai Healthcare City.

Job title	Library Assistant	Department	Early Years/Primary/Secondary School
Start date	19 August 2018	Location	Dubai, UAE
Reports to	Librarian	Position(s) Supervised	none

Job Scope	The role of the Library Assistant is to support the School Librarians in their daily tasks, helping students with their educational and social development.
Main Duties and Responsibilities	<ul style="list-style-type: none"> • to catalogue the library books • to prepare the Library for lessons and set up lesson materials • to stamp and shelve books in numerical/author/subject order • to check in and check out the library books • to monitor a library in the absence of the Librarian • to support the Librarian to plan learning activities, complete records and carry out administrative tasks • to support and assist the Librarian during library lessons • to clear away library materials and equipment after lessons • to give support during outings and events • assist in after school activities

Key Relationships	
Internal	Students, Teachers, Librarians, Head of Library
External	Parents, KHDA, IB

Position Requirements

Education	Minimum Secondary Education Diploma, Degree Cache or equivalent qualification
MUST HAVE SKILLS	<ul style="list-style-type: none"> • 2 year working experience as Library Assistant or Teaching Assistant • Proficiency in English • Computer literate
Experience	<ul style="list-style-type: none"> • Library experience in an IB school is desirable but not essential
Competencies	<ul style="list-style-type: none"> • Demonstrate professionalism, commitment, integrity, strength of character and perseverance • Customer service skills • Inter-culturally aware with well-developed interpersonal skills • Inspire trust and confidence in students and colleagues • Outgoing and enthusiastic • Show a strong work ethic • Articulate communicator • Committed to ensuring high standards of teaching
Additional Requirements	<ul style="list-style-type: none"> • Any additional language a plus (French, German, Arabic)
Salary & Benefits	The salary and benefits package is competitive, will be commensurate with the qualifications and experience of the successful candidate and is in line with UAE Labor Law.
Contract	Unlimited on Free Zone
Application	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none"> • Cover letter, no longer than one page, explaining your strengths as a candidate and why you are interested in this particular position • Current CV, not to exceed two pages • A list of 2 professional referees with current contact details (position, phone number and e-mail address) not older than 5 years • Passport size colour photo on white background <p>Please send your application to: hr@sisd.ae</p>