



BRIGHTON COLLEGE
INTERNATIONAL SCHOOL
BANGKOK

COLLEGE LIBRARIAN
Job Description

For immediate employment

Brighton College Bangkok wishes to recruit a College Librarian to support the library function at Brighton College Bangkok. The successful candidate will report to the Deputy Head of Prep School with the Chief of Finance and Operation Officer (Bursar) having overall responsibility for all support staff.

Brighton College Bangkok

Brighton College is delighted to have opened its sister school in Bangkok, one of South East Asia's most vibrant and successful capital cities. Following the launch of the Pre Prep in September 2016, Brighton College Prep and Senior Schools will open their doors to their first pupils in September 2017, on an iconic and purpose-built 20-acre campus in central Bangkok. The College will be comprised of a Pre-Prep School, a Prep School and a Senior School with an ultimate pupil capacity of 1,500. We are an ambitious school and we are already on the way to becoming a leading school in South East Asia.

Brighton College Bangkok will deliver the Brighton College curriculum leading to IGCSEs and A-levels. Its pupils will aspire to the leading universities of the world, including Oxbridge and the US Ivy League. In due course, the College will seek accreditation from the ISC, and membership of the HMC and IAPS.

Brighton College Bangkok benefits from a strong partnership with Brighton College, the UK's top co-educational school, and with Brighton College Abu Dhabi and Brighton College Al Ain, its two sister schools in the Middle East. The Brighton family of schools currently educates more than 4,000 pupils and is the most academically successful family of schools.



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JOB DESCRIPTION

College Librarian

JOB PURPOSE

To support the Prep School library function for Brighton College Bangkok according to the school policies and procedures.

Key responsibilities

1. Purchase of new fiction and other appropriate reading texts: new library materials, subscribe and renew periodicals for the library.
2. Organise and categorise reading materials in the library: English books, Thai books, text books, teacher books, examination sheets, reading schemes, equipment, posters and audio visual.
3. To monitor and review lending and usage patterns, in order to inform future purchases
4. To compose and share age-/interest-/level-specific reading lists – online and in the library – with pupils and parents
5. To promote specific books/authors within the library, and to promote reading throughout the campus, the pupil body and all stakeholder groups
6. Circulation:
 - Create, edits and renews users' accounts.
 - Assist teachers and pupils to check in and check out books and materials.
 - Assist teachers and pupils to search for books in the library.
 - Follow and recall books from teachers and pupils which are overdue and/or where members of the college community are leaving.
 - Monitor the pupils when they are using library.
7. Help users find resources from Destiny (library system), topic books service, reserving and other library services.
8. Decorate the library related to festivals and other occasions
9. Organise book fair for book week.
10. Perform other related duties as assigned.

The successful candidate is likely to have the following attributes

- Qualifications
 - Bachelor degree, master degree, or post-graduate in library science or related field
 - Minimum of 2-3 years working experience as a librarian
 - Membership of an accrediting association is a plus
 - Good command of the English language
 - Good computer skills
 - Prioritised and service-minded

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The following qualities are essential:

- A positive team player with a 'can-do' attitude
- An effective communicator
- An ability to work under pressure and to meet deadlines
- Highly organised
- Flexibility
- Achievement focused
- Good management of resources
- Teamwork

Working hours

- Usual working hours on the school site would be 7.15am –4.15pm
- School events and activities

Remuneration

- An attractive salary package commensurate with the responsibility of the post will be offered . This will be reviewed annually.

Applications

How to Apply

To apply, please send the following to Mr Stephen Andrews, Chief Finance and Operations Officer (Bursar), at careers@brightoncollege.ac.th and must include:

- a. A typed letter of application, outlining your suitability for the role in no more than two pages, which should be addressed to the Bursar at Brighton College International School Bangkok;
- b. A current CV, including the names, email addresses and telephone numbers of three professional referees, one of whom must be your current or last employer.
- c. A completed Support Staff Application Form, which can be found at www.brightoncollege.ac.th/recruitment/vacancies/

Please note that incomplete applications will not be considered and the College reserves the right to make an appointment at any stage of the recruitment process.

Please visit our website for more information: www.brightoncollege.ac.th

Brighton College Bangkok is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Should your application be successful, a disclosure will be requested from the UK's Disclosure and Barring Service for British nationals; local police checks will be undertaken for successful applicants of other nationalities.

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