



# SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • CITY CAMPUS

Shrewsbury International School Bangkok City Campus

Position / Job Library Intern (suited for new university graduates)

Specification: (Applications will be considered as they arrive)

Closing Date: 10 January 2026

Department: Library

**Key Responsibilities:** The Library Intern reports directly to the School Librarian and is responsible as part of a team for the effective collaboration in support students' learning and reading in the school library.

The Library Intern is responsible to the Line Manager assigned by The Principal and carries out the tasks or project according to the Line Manager.

- Tasks:** The Library Intern will;
- assist in the management and creation of weekly activities in the library
  - create and maintain Library Research Guides for the library
  - assist with weeding and collection development to ensure items in the physical collection are relevant, current, and meet student and teacher needs
  - help maintain the library's online presence (website, Firefly and Instagram)
  - to support the planning and delivery of library lessons
  - to contribute to and manage library displays and signage
  - work to strengthen and develop library curriculum in the Primary School
  - to help lead any other interns who may support the library in their library tasks
  - support school leaders in other tasks as requested.

Professional Expectations:	<p>The Library Intern should have the following qualities;</p> <ul style="list-style-type: none"> <li>● current MLS (Masters in Library Science) student or university student with strong interest in library and literacy</li> <li>● teaching experience would be an advantage</li> <li>● have a great community spirit</li> <li>● available to take the Intern opportunity for the whole academic year from August 2026 until early July 2027.</li> </ul>
Child Safeguarding:	<p>Shrewsbury International School Bangkok City Campus is committed to safeguarding and promoting the welfare of children. All candidates are required to provide accurate and detailed information about their employment history and the school will carry out background checks on the successful candidate to assess their suitability to work in a school.</p>
Requirements:	<ul style="list-style-type: none"> <li>● International Child Protection Certificate (ICPC) prior to the start of contract.</li> <li>● Formal proof of identity with photo ID (Original Driving License / Passport).</li> <li>● 2 signed, confidential references (one of which will be from the candidate's current headteacher) before the start of contract.</li> <li>● Verification of original qualifications.</li> </ul>
How to Apply:	<p>Applications will be only be accepted on the official Shrewsbury International School Bangkok City Campus Application Form, which is available on the school website "Job Vacancies" page and via TES website.</p> <p><a href="https://www.shrewsbury.ac.th/city/recruitment/vacancies">https://www.shrewsbury.ac.th/city/recruitment/vacancies</a></p> <p>The application is preferably in English.</p>
Further Details:	<p>Learn more about Shrewsbury International School Bangkok City Campus on the school's website: <a href="https://www.shrewsbury.ac.th/city">https://www.shrewsbury.ac.th/city</a></p> <p>Any queries should be sent to the Principal, Ms Amanda Dennison: <a href="mailto:Amandad@shrewsbury.ac.th">Amandad@shrewsbury.ac.th</a>.</p> <p>Please note that only shortlisted candidates will be contacted by the school.</p>