



For three decades the St. George's British International School group has shown particular strengths in crafting education based on fundamental values. An innovative learning architecture paired with unlimited possibilities to nurture personal interests and the support of a thriving international community distinguish St. George's in pioneering future-oriented schooling. Our community of dedicated teaching and administrative professionals located in Munich, Cologne and Duisburg-Düsseldorf consists of people who embrace these values and passion, believing in our vision of developing the future of education together.

Located in Munich and joining our learning resource centre we are looking for a caring and passionate part-time

Library Administrator (m/f/d)

The library is the heart of our school. It is not only a repository for books, but a dynamic centre of learning activity. It is a place for both, individual reading, research and reflection, as well as a space for collaboration and group discovery. We are looking for the right individual who can support us in administrating the activities of our learning resource centre on a part-time basis (24 hours / week).

Recordkeeping & Housekeeping:

- Catalogue books and other resources using the school's library software
- Ensure books and resources are well organised and up-to-date
- Issuing and returning items on the library management system
- Shelving and keeping the library in good order
- Process new stock
- Repair books and resources as required

Academic Support

- Help library users find material both physical & online to meet their needs
- Helping library users to utilise the online library catalogue
- Supporting library-based lessons

Promoting the Library

- Promote the use of the library for teaching and learning
- Organise library-linked events, such as 'meet the author' sessions
- Create displays and booklists to promote the library, reading and linked topics

Miscellaneous

- Manage behavioural standards in the library
- Cover the work of the Librarian as required by absence
- Fulfil reasonable requests to complete other tasks as directed by the employer

Your Profile:

- A proven track record of working in in a library setting
- Prior experience working in a school environment
- Strong analytical ability Essential
- Fluency in English is a prerequisite. A good working understanding of German is also desirable

Why join us:

The performance of our people is what defines the success of St. George's. Our teams are enabled to take the initiative and encouraged to think and act like entrepreneurs. The multinational corporate environment provides our talented employees with a large area to expand professionally and offers multiple opportunities to enrich their individual mindsets and experiences. By joining us, you will be part of our community life and actively participate in varied projects, allowing St. George's to continually evolve.