



Job Description

The Role	
Role	Librarian
Employer	Reigate Grammar School- Riyadh
Place of Employment	Riyadh
Reporting To	Head of School
Direct Reports	
Last Revised	October 2025

Purpose of the Job

The librarian at RGSR plays a vital role in supporting the school's educational mission by managing and facilitating access to information resources and promoting a love for reading and learning. The librarian is responsible for maintaining the school library, assisting students and staff in locating and utilizing learning materials, and organizing various library programs and activities.

Job Responsibilities and Expectations

A. Library Management:

- Develop and maintain an organized and well-functioning library space.
- Create and implement library policies and procedures to ensure efficient operations.
- Acquire, catalog, and process new library materials, including books, digital resources, and multimedia materials.
- Manage the library budget, including the selection and purchasing of new resources.
- Maintain accurate records of library resources and transactions using library management software.

B. Information Services:

- Assist students and staff in locating and retrieving information from a variety of sources, including print and digital resources.
- Provide guidance and support in using library resources, research techniques, and information literacy skills.
- Collaborate with teachers to integrate library resources into the curriculum and support project-based learning initiatives.
- Stay updated with emerging technologies and trends in library services and information management.

C. Promotion of Reading and Learning:

- Develop and implement programs and activities to promote reading, literacy, and a love for learning among students.
- Organize author visits, book fairs, and other events to engage students in reading and storytelling.
- Collaborate with teachers to encourage reading habits and support class reading initiatives.
- Create and maintain displays and exhibits to showcase library resources and foster a stimulating learning environment.

D. Collaborative Engagement:

- Collaborate with teaching staff to support their instructional needs, including resource recommendations, lesson planning, and research assistance.
- Work closely with administrators to align library services with the school's educational goals and objectives.
- Foster partnerships with parents and the wider school community to promote library usage and involvement.



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- Participate in professional development activities to enhance knowledge and skills related to library services and education.

Qualifications and Requirements

- Bachelor's degree in library science, Information Science, or related field.
- Experience working as a librarian in an educational setting, preferably in an international school.
- Knowledge of library management systems, cataloging standards, and information retrieval tools.
- Strong organizational and multitasking skills.
- Proficiency in using technology and digital resources.
- Excellent communication and interpersonal skills.
- Passion for reading, learning, and promoting information literacy.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and clearance from relevant authorities will be conducted for successful candidates.

Review

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Signed: _____
(Employee)

Signed: _____
(Head of School)

Date: _____

Date: _____