



SECONDARY SCHOOL LIBRARIAN

School: Support Staff

Location: Al Waab Campus

Contract: Permanent

Working Hours: Term-time, 7.00am until 2.30pm, Sunday to Thursday

Closing date: 20 August 2019

To apply for this vacancy, please complete an application form, available at www.dohacollege.com/vacancies.
CVs will not be accepted.

If you have any queries about working for Doha College, please contact recruitment@dohacollege.com

JOB DESCRIPTION

Primary Objective of Role

To supervise the day to day running of the Library in Secondary, ensuring effective services to students and staff, in line with Doha College Vision, Mission and Core Values.

Accountability and Responsibilities

- Develop and supervise the Library in the Secondary school, creating a stimulating learning environment for students
- Oversee the issue and discharge of books and other materials, including the preparation and despatching of overdue letters.
- Participate in Library professional organisations and activities (i.e. membership, conference, meetings and group discussions, book fairs, seminar- workshops, etc.) to keep abreast with the current trends of Librarianship.



PERSON SPECIFICATION

Key Requirements

Qualifications

- Minimum Secondary/High School Level Education.
- Relevant professional qualification will be preferred.

Experience

- Experience of working in an administrative role, ideally in a school or customer-service driven environment.
- Experience managing or working in a learning resource centre or library will be preferred.

Skills, Knowledge and Abilities

- Excellent interpersonal and communication skills (written and verbal)
- Team-player, who is flexible to take on any task assigned
- Excellent command over written and spoken English
- Must be able to prioritise and plan work activities as to use time efficiently
- Must be organised, accurate, thorough, and able to monitor work for quality
- Ability to deal with callers and visitors in a calm and courteous manner
- High level of accuracy and attention to detail
- Adept in the use of Microsoft applications and databases
- Positive approach to problem solving