



Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed

Position Title	Library Assistant, High School	Reference: FEB2025HS
Function/Department	High School Library	Location: Stamford WL campus
Manager Name & Title	Secondary Librarian	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

Stamford American International School's Library Assistant plays a key role in supporting our educational teachers and school librarians.

As a Library Assistant at Stamford American International School, your primary objective is to ensure student safety, enforce rules, and manage facilities and equipment. Collaborating with the Librarians, you'll maintain library resources. Supervising students, responding to emergencies, and preparing accurate reports are crucial.

The library assistant must also have a great passion for literature, be capable of assisting students and teachers in locating and selecting materials by becoming familiar with the secondary library collection. Efficiency and familiarity with technology is essential to assist the secondary Teacher Librarian.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

- Process loans of library resources, including digital devices
- Handle user enquiries on any library or information matter
- Process library resource orders
- Catalog and process library materials
- Perform book repair and maintenance
- Shelve library books and materials, and do shelf-reading, on a daily basis
- Ability to create library displays and interactive bulletin boards, and signage to assist patrons with the location of resources
- Conduct inventory and follow up on the return of overdue books and circulation of materials
- Physically handle books and library equipment
- Create and update online documents and webpages
- Collect and distribute resources to classrooms (such as class novel sets, Book Club themed sets)
- Other duties as directed



Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

Position Requirements

- Keen learner who is adaptable and is able to work effectively in a small team;
- Ability to communicate fluently (e.g., interact confidently with students, teachers, and parents in both written and spoken English);
- Excellent digital and information literacy skills (e.g., ability to conduct reference interviews and perform expert searches);
- Love of books, reading, and libraries -- and willingness to learn the collection;
- 2+ years of relevant working experience in a library or information resource centre;
- Familiarity with Z39.50 cataloging;
- Familiarity with Macs and 1:1 laptop educational environments;
- Familiarity with subscription databases (e.g., the NLB eResources collection) and the ability to train patrons in their use;
- Familiarity with any of the digital tools used by SAIS including Follett's Destiny, Google Apps, Adobe Photoshop, Canva, ClassLink Launchpad, Research databases and online reference tools, etc.,
- Evidence of an online presence (e.g., Twitter, blogs, social bookmarking, listservs);
- Technical experience (e.g., systems programming, webpage updates and revisions)

Qualifications

- Two-year post-secondary degree;
- Four-year post-secondary degree is preferred;
- Library or Information Studies qualification;

Contacts

- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students
- PTA

Working Conditions

- School Environment
- Working hours 8am to 4:30pm, Monday to Friday, plus occasional staff meetings and trainings
- School holidays are paid and free except staff days and training days (please refer to the website to see the school calendar with school holiday dates)

Terms of Employment

- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: 60 days hospitalization leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required

SAIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment background checks are mandatory and



Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

appointments are strictly subject to confirmation that all reference and background checks are completed to the satisfaction of Cognita, SAIS' holding organization.

We are an equal opportunity employer and disallow discrimination of age, ethnic origin, nationality, gender, religion, sexual orientation, family status, pregnancy, marital status, medical or mental health history, physical characteristics or disability. We welcome applications from all qualified candidates.

We regret that only shortlisted candidates will be notified.