



JOB OVERVIEW

JOB TITLE	School Librarian
ROLE	Operational/Support Staff
NEXT REVIEW	July 2027
JOB LOCATION	Bandar Seri Begawan, Brunei Darussalam
GENERAL DESCRIPTION	<p>To establish, develop and manage the smooth and effective operation of the School Library as a central hub for reading, research and independent learning.</p> <p>To create and maintain a visually welcoming, organised and intellectually stimulating environment that supports the delivery of the school's educational programmes and promotes a love of reading across the Miftah Community.</p> <p>This is a non-teaching role</p>
REPORTS TO:	Head of Primary

PERSON SPECIFICATION

This is an excellent opportunity for a proactive and organised individual to be part of the wider support team at Miftah An-Nur Islamic International School. This is a unique opportunity to join a forward-thinking and expanding school committed to excellent practice and innovation within a rapidly changing education landscape.

Qualifications & Experience

- Diploma or degree in library and information Science or related field
- Minimum 2 years' experience working in a library, school or educational environment
- Experience managing a library system and cataloguing resources
- Experience supporting literacy initiatives or reading programmes in a school setting
- Experience working with children in a structured environment

Skills and Knowledge

- Good understanding of library management systems and cataloguing processes
- Knowledge of age-appropriate literature across Primary phases
- Understanding of how to promote reading for pleasure and independent learning
- Strong organisational and administrative skills
- Ability to manage budgets and procurement processes
- Good ICT skills, including use of digital catalogues and online research tools
- Ability to build positive working relationships with pupils and staff
- Ability to communicate clearly and professionally in English
- Knowledge of guidance and requirements around safeguarding children
- Knowledge of effective behaviour management strategies
- Previous experience or knowledge of working with students for whom English is not the



first language

Personal Qualities

- A commitment to promoting the ethos and values of the school
- High expectations of student behaviour within the library environment
- Calm, patient and approachable manner
- Ability to prioritise and manage workload effectively
- Commitment to safeguarding and equality

PROFESSIONAL ACCOUNTABILITIES

Library Management

- Develop and maintain a vibrant, organised and welcoming library environment
- Manage and maintain the library management system, ensuring accurate cataloguing, labelling and stock control
- Oversee borrowing, returns, reservations and overdue processes
- Conduct regular stock checks and audits
- Ensure resources are maintained in good condition

Resource Development

- Within agreed budgets, source and procure relevant hard copy and digital resources that reflect the diversity of the student body, the ethos of the school and the requirements of the curriculum
- Maintain updated reading lists to support curriculum topics and wider reading
- Work with Heads of School and subject leaders to ensure appropriate resources are available to support learning
- Monitor usage data to inform purchasing decisions

Literacy and Reading Promotion

- Promote a culture of reading for pleasure across the school
- Support and facilitate class library visits and induction sessions
- Assist students in locating appropriate books and research materials
- Support whole school reading campaigns and literacy initiatives

Environment and Services

- Ensure the library remains a safe, orderly and purposeful learning space at all times
- Maintain clear systems and procedures for student access and behaviour within the library
- Promote the library as a focal point for learning, research and independent study

Professional Development

- Take part in the school's appraisal procedures
- Engage in relevant training and development to improve professional knowledge and skills
- Contribute to whole school initiatives where appropriate

Personal and professional conduct



- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Safeguarding

- Work in line with our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

SPECIAL CONDITIONS

- To perform and carry out additional duties which includes but not limited to attending and participating in school related extracurricular activities, school meetings and functions, outside of normal school hours and school days

Please note that this is illustrative of the general nature and level of responsibility of the role. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Line Manager and Executive Principal.