



DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
GERMAN SWISS
INTERNATIONAL SCHOOL

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools providing quality, holistic education to a multinational student body of approximately 1250 students and 240 faculty and staff. The school is organised into two Streams, German and English, leading to qualifications in the German International Abitur and I/GCSE & IBDP respectively. We are inviting applications from experienced and qualified candidates for the following position commencing **in January 2023 or as mutually agreed.**

LIBRARY ASSISTANT

(please include working hours here – Monday to Friday, 8:00AM to 2:00PM)

The GSIS Library in our Primary Department is an extended classroom and a guided learning area for all members of our community. We aim to create an active learning environment for our students. The Library Assistant will support the Teacher Librarian in the day-to-day operations of the library (Primary Department). This will include managing the issue and return of materials and overdue items, maintaining the library in good order, processing the materials, handling day-to-day enquiries, and updating displays.

REQUIREMENTS

- Recent working experience in a school library
- Highly competent ICT user and experienced in research methodology (essential);
- Experience of library management systems and cataloguing (essential), experience with 'Follett Destiny' (desirable)
- Excellent communication skills in written and spoken English (required), German (desirable); knowledge of reading Chinese (desirable);
- High level interpersonal skills with a proven ability to relate well to children and adults
- High level organisational skills, ability to prioritise and work professionally during busy times
- Be able to work as part of a team

What we offer

GSIS offers benefits such as competitive salary, medical health insurance, 20 days' annual leave, in-house cafeteria and 13th month salary payment. Staff bus transportation on a subsidised rate is provided between Central and the Peak Campus, subject to availability.

How to apply

If you are interested in joining our team, please apply via the GSIS online recruitment portal (<https://www.gsis.edu.hk/careers/job-openings/>) to the Director of Human Resources.

Further information on the school, its facilities and programmes is available on the school's website <https://www.gsis.edu.hk/>. Applicants not invited for interview after four weeks may consider their applications unsuccessful.

Personal data collected will be used for recruitment purposes only.

GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks will be conducted to safeguard all student at GSIS.

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