



BISHOP ANSTEY HIGH SCHOOL EAST & TRINITY COLLEGE EAST

EMPLOYMENT OPPORTUNITY

LIBRARY MANAGER

1. POSITION OBJECTIVE

Leads the library team and manages the Library Media Centre as a dynamic learning hub, overseeing collection development, budgeting, cataloguing, information systems, and physical and digital space management. Delivers instruction in information literacy, reading development, and digital skills while collaborating with teaching staff and coordinating stakeholder requests to support academic excellence, student development, and the responsible and effective use of technology.

2. KEY ACCOUNTABILITIES

Library Services Leadership: Leads, coaches, and trains Library Media Centre staff to ensure high-quality and timely service delivery and support staff development by delegating tasks, reviewing outputs, providing feedback, and managing performance. Designs and delivers in-service training programmes to strengthen staff capability in library resources, research tools, and information literacy practices to enable effective integration of library services into teaching and learning.

Information Literacy Instruction & Reading Development: Designs and delivers Information Literacy Skills instruction and promotes a reading culture for Form 1 students to develop students' ability to locate, evaluate, and ethically use information and foster lifelong reading habits. This entails collaboration with teachers to plan and evaluate curriculum-aligned learning, curating inclusive collections, supporting reading initiatives, and overseeing social media channels, digital tools and multimedia to enhance student engagement.

Library Collection Development and Management: Oversees the selection, acquisition, organisation, and cataloguing of print, digital, and multimedia resources to support curriculum delivery, ensure accessibility, and promote inclusive inquiry-based learning by applying informed collection development practices that reflect school community needs and foster engagement and lifelong learning.

Stakeholder Collaboration & Library Expertise: Coordinates stakeholder requests for library resources, technology, research, and event support, and collaborates with teaching staff on curriculum, assessment, and co-curricular initiatives to ensure professional, responsive service that strengthens teaching, learning, and community engagement by maintaining solution-oriented communication with parents, teachers, authors, guest speakers, and external providers.

Library Budget Management: Prepares, implements, and monitors the annual library budget to support curriculum priorities, ensure cost-effective use of financial resources, maintain accurate financial records, and ensure compliance with school financial policies, adjusting allocations as required and liaising with school leadership and suppliers.

Library Information Systems and Records Management: Maintains accurate and up-to-date records of all library materials and users through the School Library Media Management System (including Alexandria) by cataloguing and tracking physical and digital resources, managing circulation and patron records, ensuring data integrity, and applying school policies and privacy requirements to support efficient operations and reliable access for all users.

Library Resource Development & Learning Environment Management: Oversees the maintenance and organisation of the School Library Media Centre to ensure facilities, resources, and equipment are safe, functional, and accessible by implementing maintenance plans, monitoring resource needs, designing inclusive physical and digital learning spaces, and initiating needs-based fundraising in collaboration with the school's fundraising committee.

3. THE CANDIDATE

Education & Experience

- ❖ Bachelor's Degree in Library and Information Science, OR a Bachelor's Degree ideally in Humanities and Education plus a Post Graduate qualification in Library Studies/Science.
- ❖ Certification in Supervisory Management
- ❖ Minimum 7-10 years progressive experience in a library science and information services environment including 5 years in leading teams.
- ❖ Experience in Conflict Resolution/ Mediation and classroom management.

Knowledge

- ❖ Library management systems, Classroom management, ICT integration in teaching and learning, Information management and library technologies, customer service principles
- ❖ Conflict resolution techniques

Skills

- ❖ Cataloguing and library resource management
- ❖ Strong oral and written communication
- ❖ Advanced proficiency in Microsoft Office Suite
- ❖ Report writing and compilation
- ❖ Effective time management
- ❖ Commitment to continuous professional development

Abilities

- Excellent planning and organizational skills
- Critical thinking and analytical skills
- Methodical and detail-oriented approach
- Ability to manage multiple priorities
- Ability to work collaboratively with students, staff, and stakeholders
- Ability to adapt to emerging technologies and best practices in library services

4. FURTHER INFORMATION

Interested persons are asked to submit their applications to hr@batce.edu.tt
CLOSING DATE FOR RECEIPT OF APPLICATIONS – August 28, 2026