



## Senior Library Officer (Senior School)

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## Tanglin Mission

Tanglin Trust School Singapore has a long tradition of providing British-based learning with an international perspective. At Tanglin we strive to make every individual feel valued, happy and successful. Responsibility, enthusiasm and participation are actively encouraged and integrity is prized. Working together in a safe, caring yet stimulating environment, we set high expectations whilst offering strong support, resulting in a community of lifelong learners who can contribute with confidence to our world.

## Our Vision

We aspire to be the best school in the world with a dynamic learning community which nurtures and inspires every individual to be the best they can be. Our core values of Respect, Responsibility and Purpose are at the heart of everything we do across the school.

## The Role

We are looking for a Senior Library Officer to manage the day to day operations in the library and its team members in order to sustain services and resources of a consistently high standard, in compliance with TTS Library policy and procedures.

## Key Responsibilities

- 1. Provide and manage information, resources and services that satisfy the varied needs of our users.**
  - Lead, motivate and develop the team to encourage maximum performance by setting objectives, agreeing upon responsibilities, organising weekly meetings, rostering, work distribution and task variation in line with library and school practice.
  - Assess, monitor and review the quality of service provision to identify best practice and to indicate where changes need to be made. Work with the teacher librarian(s) to act upon this.
  - Play an active role in preparing and delivering the library development plan, policies and procedures documents and library reports.
  - Assist in the maintenance of the library collection to a high standard by ensuring meticulous cataloguing and resource processing, an accurate inventory of stock and effective resource organisation to allow easy access by users.
  - Liaise with TTS support services (e.g. EBT, Procurement, Finance, Operations) and external vendors and service providers to ensure the smooth operations of the library.
- 2. Create a safe, stimulating and welcoming environment for our community.**
  - Ensure the physical environment is maintained to a high standard and that staff work to sustain a welcoming atmosphere conducive to effective and enjoyable use by students, staff and parents at all times.
  - Act as the first line of support for staff in relation to issues with user behaviour.
  - Act as a first point of contact for user/parent enquiries or complaints and resolve these where possible.
- 3. Maintain a perspective of the whole school within the international community.**
  - Maintain good communications with the teacher librarian(s) and staff and endeavour to keep abreast of technology and curriculum developments across the school.

**4. Embrace the Learner Profile for students, staff and the Tanglin community.**

- Assist the teacher librarian(s) in the identification of training needs for library staff and actively seek ways to ensure all team members have sufficient annual professional development.
- Manage the training programme for new staff, interns and helpers who are engaged with library operations.
- Assist the library management team in the development and delivery of training materials and activities for library staff and user groups.
- On an annual basis, in line with school policy and procedures, complete the Performance Review exercise with team members.

## **Personal Attributes**

- Have a positive attitude towards the students, teachers and the Tanglin Community.
- Pleasant disposition with excellent interpersonal skills, organisational and communication skills.
- Able to work independently as well as a good team player with good initiative.
- Have a disciplined approach to timekeeping and attendance.
- Maintain a standard of personal presentation in keeping with the role.

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to provide an Enhanced DBS disclosure certificate, or equivalent.**