

## LIBRARIAN & MEDIA CENTRE ADMINISTRATOR (FULL-TIME)

*The International School of Cape Town is an Independent, International school. The school offers the UK National Curriculum, whilst complying with the South African requirements, culminating in the University of Cambridge Examinations, to students from the ages of 3 to 19 years. The school caters for South African students as well as expatriates.*

**Full-Time Position: Librarian & Media Centre Administrator, from 1 January 2020**

ISCT's Library is looking for a qualified and experienced Librarian and Media Centre Administrator.

Preference will be given to Applicants who can demonstrate the following;

- Knowledge and experience of Library Administration
- The capacity to deliver 21<sup>st</sup> Century teaching skills
- The ability to manage Library events
- Experience in a variety of Media, including written, visual and auditory, is essential
- The aptitude to teach and work with students of all ages
- Experience in using information technology in a media space
- An enthusiastic and dynamic approach to the working environment

Please send a comprehensive C.V to [employment@isct.co.za](mailto:employment@isct.co.za) as well as to fill in the [online Google form found here.](#)

**Closing date: Saturday 31 August 2019**

### **Terms and Conditions**

The International School of Cape Town is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All prospective staff will be expected to provide the following prior to confirmation of appointment:

1. A police criminal record clearance (no less than 6 months old) from the country of current / most recent employment
2. Proof of identification (i.e. colour ID or passport) as well as proof of current address
3. Certified copies of your qualifications
4. Employment checks including references from the current or most recent and a previous employer
5. Provision of a South African Revenue Services (SARS) personal tax number
6. A certified copy of registration with the South African Council for Educators (SACE) or proof of application for membership
7. In the case of non-South Africans provision of a valid work visa enabling the prospective employee to be employed at ISCT
8. Full disclosure of any material reason that may impact ISCT's decision when making an appointment.

**No appointment will be considered or finalised until the above have been met by the prospective employee.**