



SALTUS
Prepare to meet the world.

**Are you a professional who wants to make a real difference?
Saltus has the following opportunity open for applications**

Saltus Grammar School (Saltus) is a high achieving, co-educational day school educating students between the ages of 4 and 18. The school (Saltus) is a leading independent school in Bermuda and enjoys an excellent reputation in the local and international community. The school has a Primary Department, which embraces the Foundation Year, the Lower Primary and the Upper Primary years, and a Secondary Department which includes Middle School (Years 7-9) and Senior School (Years 10 & 11) and Saltus Graduate Years (SGY1, SGY2). The school's international curriculum blends the best of both UK and North American traditions, including its highly regarded Advanced Placement Programme. In addition to academic excellence, particular emphasis is placed on the all-round development of students.

Library Technician

The Library Technician will support the teaching and learning programmes across the whole school. The Library Technician will assist staff and students with resources and provide technical support and assist with the teaching museum and archives.

Key Responsibilities Include:

- Maintain the library management system
- Provide technical services and act as a resource within the library and archives
- Perform various library services which include cataloguing, managing acquisitions data entry, assisting in the yearly inventory of all library resources
- Perform end processing of resources which include labelling, covering and repairs to ensure items are shelf ready
- Ensure library spaces are properly maintained
- Work collaboratively on various library and archive related projects as required
- Maintain, update, and create resources on the content management and curation platforms
- Assist with the processing of library resources including liaison with external suppliers
- Support teachers and staff in the delivery of lessons, programs, and activities
- Assist students and staff in the use of current systems and emerging technologies as well as current and future resources
- Promote library collections, programs, and resources to foster an appreciation and passion for literature in students
- Assist with desk duties including circulations, shelving and other general inquiries
- Support the Head of Learning Commons with general supervision, displays, activities and events
- Act as a point of contact for various queriers from staff and students
- Other responsibilities as required

Minimum Qualifications and Experience:

- Experience in a similar role required
- Experience within a school or library environment preferred
- Qualification in Library & Information Technology Diploma or equivalent preferred
- Experience with Microsoft Office Suite, Google Suite and databases
- Experience with Destiny Software or similar software preferred
- Must possess own transportation
- Excellent communication skills both verbal and written
- Highly organized, deadline oriented and able to thrive in a fast-paced environment
- Able to work independently with minimal supervision and within a team
- Excellent interpersonal skills with the ability to work with variety of stakeholders
- Ability to handle confidential information with diplomacy and tact
- Willingness to work extended hours – including weekends and evenings as required
- Ability to adapt quickly to changing needs and requirements
- Positive attitude, enthusiastic and flexible
- Must comply with Saltus' workplace vaccination policy as a condition of employment
- Sense of humour
- Clean criminal record

Candidates are requested to e-mail a cover letter and resume to the People & Culture Department at:

Email: **Human.Resources@saltus.bm**

Saltus Grammar School

P.O. Box HM 2224, Hamilton HM JX, Bermuda

Telephone: 441-292-6177

CLOSING DATE: April 14, 2022



For further information on Saltus Grammar School, please visit the school's website at **www.saltus.bm**.