



ST. CATHERINE'S BRITISH SCHOOL  
ATHENS, GREECE.

**UPPER SCHOOL**

**LIBRARIAN**

The successful candidate will lead and manage the Upper School Library and will support staff in the development of independent learning resources for the Key Stage 3, IGCSE and IB Curriculum. Duties will include communicating with staff and students, managing the smooth operation of the library on a day-to-day basis, managing library information with the appropriate software, supporting Upper School events and activities as well as other key administration tasks. The person appointed will possess positive interpersonal and communication skills and a good degree of competency with ICT is required. The successful candidate must have excellent spoken and written English.

St. Catherine's is a leading independent British international school that teaches 1150 pupils from 3 to 18 years of age. The school is a member of HMC, COBIS, and is an IBO world school. It teaches the EYFS curriculum and the National Curriculum for England and Wales, as well as IGCSE and the International Baccalaureate Diploma Programme.

Please complete the St Catherine's application form along with your supporting letter and send to [janet.theoharakis@stcatherines.gr](mailto:janet.theoharakis@stcatherines.gr). Further information regarding the school and details of the application procedure can be obtained from the school's website <http://www.stcatherines.gr/opportunities>

St Catherine's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including a local Police check and checks with past employers. (British Nationals will be required to submit a Disclosure and Barring Service (DBS) criminal record check). Please include the names and contact details of three referees.

St Catherine's is a Registered Charity No. 313909.

**Closing date for applications is Monday 1<sup>st</sup> August 2016**  
**Interviews will be scheduled for the week beginning Monday 22 August 2016**