



ST BENEDICT'S



BEDFORDVIEW, GAUTENG

St Benedict's is an Independent Catholic School, which seeks to provide a holistic education for boys through full participation in spiritual, academic, sporting, creative and cultural activities. The Board of Governors invites applications for the following post in the College.

Position: Library Assistant

Requirements:

- Have a Bachelors Degree in Library and Information Studies
- With at least three years working experience in an academic library
- Assisting in running of circulation desk (issuing, renewal and returning of book loans)
- Assisting in preparing and mounting library displays and programs
- Sorting and re-shelving returned books, periodicals and other materials
- Assisting with indexing of books
- Assisting patrons with ready-reference questions and reader advisor, bibliographic instruction and database searching
- Working knowledge of archival practices would be advantageous
- Daily handling of journals and shelf reading
- Knowledge in the use of library-related databases and other online tools
- Assisting in keeping discipline and enforcing library rules
- Be willing to work shifts on a rotational basis
- Good command of English, both orally and written
- Encourage a reading culture
- Be available to assist in whole school events including non-library related niches
- Be willing to participate in the Catholic Ethos of the School

Suitably qualified and experienced candidates are invited to submit a letter of motivation, abridged curriculum vitae with the names of three references to vacancies@stbenedicts.co.za by no later than **6 October 2025.**

Commencement date is January 2026.

St Benedict's is an equal opportunity employer that recognizes the value of a diverse workforce. The Board reserves the right not to make an appointment. The submission of a C.V. will in itself not automatically qualify the applicant for an interview. Applicants who have not been contacted within two weeks from the closing date of this advert should assume their application was unsuccessful. Only interviewed candidates will be advised of the outcome of the interview.



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Protection of Personal Information (POPI) Act Disclaimer: Your CV and personal information will be used solely for the purposes and processes associated with this application and this data could be used for statutory reporting. The submission of your CV confirms your consent to this. We hereby confirm that we will ensure that your data is protected.

