



ST JOHN'S COLLEGE

LIBRARIAN PREPARATORY SCHOOL JANUARY 2027

St John's College is a world-class Anglican School situated on a magnificent campus in Houghton, Johannesburg, offering quality education from Pre-Primary to Post-Matric. St John's Preparatory forms part of St John's College and caters to students from Grades 3 to 7. The school has an outstanding record in preparing students for College and offers an excellent academic curriculum which is enriched with music, art, drama, sport and technology.

We are looking to appoint a dynamic and experienced Librarian to establish, develop, and manage the smooth operation of the Library alongside teaching appropriate library, research, and literacy skills to individuals, small groups and whole classes and across the age range of the school. Create and maintain a visually and intellectually stimulating learning environment which supports and enhances the delivery of the school's educational programmes. Ensure the library is the beating heart of the school.

Key Responsibilities

- Develop and maintain a vibrant, welcoming, and inclusive library environment that supports the academic and personal growth of all boys.
- Curate and manage a diverse and relevant collection of books, digital resources, and learning materials that reflect the diversity of the student body and support the School's educational programmes.
- Ensure the Library functions as a dynamic, multi-functional learning hub and a central resource for the Preparatory School community.
- Manage the automated library system, including cataloguing, circulation, classification, and stock control.
- Coordinate the daily responsibilities of library staff and contribute to their professional development.
- Protect, maintain, and manage library resources and assets responsibly.
- Administer the library budget effectively, including monitoring expenditure, processing invoices, and managing subscriptions and acquisitions.

Requirements

- A Bachelor's degree or equivalent qualification, preferably in English, Library and Information Science, or a related field.
- A recognised qualification in Librarianship or Library and Information Science would be advantageous.
- Registered and in Good Standing with SACE
- Strong knowledge of curriculum development, teaching and learning practices, and educational support within a Preparatory School environment.

- Awareness of current educational trends, literacy development, information literacy, and assessment practices.

Behavioural Success Factors

- Growth mindset: Actively seeks feedback and is willing to consider alternative perspectives and ideas.
- Proactive attitude: Demonstrates initiative and professionalism in all aspects of the role.
- Communication skills: Strong written and verbal communication skills are essential for building positive relationships with staff, students, and parents.
- Organisation and time management: Capable of planning, prioritising and managing workloads effectively to meet deadlines.
- Student-centred approach: Prioritise student development by creating an inclusive, supportive and stimulating learning environment that encourages curiosity and critical thinking.
- Child welfare commitment: Demonstrates a strong dedication to the welfare and well-being of children, with knowledge of Safeguarding principles and in line with St John's College's Legacy of Care.
- Staff are expected to show a clear commitment to the values, Anglican ethos and mission of the School.

To apply for this position, please complete the Application Form using this link [Application Form - Librarian](#) by no later than 5 July 2026.

At St John's College, we are committed to proactive safeguarding and promoting the welfare of all our children. All staff who have access to children will be vetted in accordance with the St John's College safeguarding policy. This policy stipulates that staff are required to undergo all the necessary background checks in keeping with the requirements for safeguarding and child protection in South Africa and all staff perform duties in accordance with our school's HR Policies.

The school reserves the right not to proceed with the filling of the post. The appointment of candidates is at the sole discretion of St John's College, taking into account factors such as St John's College Employment Equity Policy. Applications are welcomed from South African citizens only or persons with a valid work permit. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration. Only short-listed candidates will be contacted. If you have not heard from St John's College within two weeks of the closing date, please assume that you have been unsuccessful in your application

St John's College, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.