



St Paulus is an Independent Catholic, Dual-Medium school which provides a holistic education for boys and girls.

St Paulus Primary School invites candidates to apply for the following position:

## LIBRARY EDUCATOR

The school is looking to appoint a full-time, experienced teacher who will take on the responsibility of running the school library as part of their role, as from April 2025. Please note that consideration will only be given to candidates with the following:

### QUALIFICATIONS AND EXPERIENCE

- A valid Matric Certificate.
- A Bachelor's degree in Education.
- Experience in managing library functions will be an advantage.

### SKILLS, COMPETENCIES AND REQUIREMENTS

- Strong organisational and administrative skills.
- Advanced ICT skills with the ability to incorporate technology into teaching and administrative practice, with knowledge of library programmes being an advantage.
- English and Afrikaans proficiency, with excellent written and communication skills.
- Create a vision for the library which includes maintaining its functionality, in an exciting and innovative way.
- Foster a love for reading, learning and knowledge acquisition across all grades.
- Encourage collaboration with other departments.
- Building and maintaining collections that are relevant and spark interest, speaking to the needs of our children.
- Practicing Catholic or thorough understanding of Catholicism.
- Willingness to participate in the broader life of the school and uphold Catholic ethos.
- SACE Registration.
- A valid Police Clearance Certificate.

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae, complete with three references, a copy of their Police Clearance Certificate, a certified copy of their SACE certificate and a letter of motivation to [vacancies@stpaulus.co.za](mailto:vacancies@stpaulus.co.za) by no later than 10 February, 2025.

*St Paulus is an equal opportunity employer **that operates within child safeguarding standards** and values a diverse workplace. Submission of a CV does not automatically qualify the applicant for an interview. Applicants who do not hear from us within 2 weeks of the closing date of this advert can assume that their application was not successful. Only short-listed candidates will be advised of their outcome. In line with Protection of Personal Information (POPI) Act, all reasonable measures are in place to safeguard the information of applicants, and it will be used solely for this procedure associated with this application process, including recruitment, selection and reporting. Submission of your CV confirms consent of this.*