



JEPPE HIGH SCHOOL FOR GIRLS

ADVERTISEMENT OF A LIBRARIAN

Jeppe High School for Girls, a leading, monastic public school situated in Kensington, Johannesburg seeks to employ:

POSITION: LIBRARIAN

The starting date of the appointment is 1 October 2025

We are looking for a passionate and organised Librarian to manage and grow our library space into a hub of learning, curiosity, and collaboration. The ideal candidate will foster a love of reading, support both students and staff with research and learning, and contribute to a vibrant school community.

Requirements include but are not limited to:

- A genuine love for reading and a passion for inspiring that love in others.
- Excellent interpersonal skills and the ability to work well with students, staff, and parents.
- Strong organizational and time management skills.
- Ability to take initiative and work independently and as part of a team.
- Experience using library systems and digital learning tools is an advantage.
- Prior experience in a school or youth-focused environment is beneficial.

The successful candidate will:

- Oversee the daily operations of the library.
- Promote reading through creative displays, book clubs, and literacy events.
- Assist students and staff in finding and using both print and digital resources.
- Engage with students and staff to support book choices and recommendations and manage student library assistants.
- Maintain and organize library collections using library management systems.
- Collaborate with teachers to support curriculum and project needs.
- Create an inclusive and welcoming environment for all users.
- Manage the library budget and order resources as needed.

HOW TO APPLY:

Email careers@jeppegirls.co.za

- A comprehensive CV with cover letter and 3 references.
- Applications will be reviewed on an ongoing basis until the right candidate is identified. Only qualified candidates will be invited for interviews.

Salary:

Negotiable depending on qualifications and experience

Closing date: 1 September 2025

The school reserves the right not to fill the position. An application will not in itself entitle the applicant to an interview or appointment.