

**ADVERT ID 247903**

## School Librarian

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### Our Lady's School

Templeogue Road Terenure Terenure

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#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Tue Jan 20 2026  
**Application Closing Date:** Mon Feb 2 2026  
**Commencement Date:** Fri Mar 6 2026  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Secondary School

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#### POST DETAILS

##### **Additional Information:**

Librarian/PR Administrator Job Description (Part-time)

Location: Dublin 6W, Co. Dublin

Schedule: Monday to Friday

##### Job Summary

The successful candidate will be responsible for promoting literacy, managing the library facilities, coordinating school programs, and assisting in the school's public relations and administration efforts.

##### Key Responsibilities

Promote Literacy and Library Usage:

Induct 1st Year students to library facilities.

Maintain a daily log of library usage.

Co-ordinate the Accelerated Reader Programme.

Keep up to date on new releases, and review and display new books, films, and articles.

Run events to encourage use of the library (e.g., quizzes, visiting authors, book clubs, writing workshops).

Provide information to staff and students regarding books, articles, poetry, and cultural events.

##### Administration and PR:

Co-ordinate and assist with the publication of the school magazine and newsletters.

Promote the school by gathering and posting material to the school app.

Purchase and maintain records of school books bought under the DES school book grant.

Liaise with the Principal and Bursar regarding purchases, invoices, and maintaining the facility as an attractive library space.

##### Requirements

Experience: 1 year of Librarian experience

Education: Advanced/Higher Certificate

#### APPLICATION REQUIREMENTS

- It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.
- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 60860Q  
**Apply To:** Templeogue Road  
Terenure  
Terenure  
**County:** Dublin  
**Postal District:** Dublin 6W  
**Enquiries To:** [recruitment@olschool.ie](mailto:recruitment@olschool.ie)

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