

ADVERT ID 247903

School Librarian

Our Lady's School

Templeogue Road Terenure Terenure

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

SCHOOL DETAILS

School Type: Secondary School

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

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