



CHARTERHOUSE
LAGOS



LIBRARIAN



Librarian

This is an exciting opportunity for a talented and hard-working individual with a desire to work in an environment that strives for excellence in all it does.

We are seeking an experienced Librarian who will play a pivotal role in fostering a love for reading and supporting information literacy skills among students. The successful candidate should have a passion for literature, possess strong organizational and pedagogical skills, and be committed to creating an enriching library environment that promotes lifelong learning.

Job Description

Position: Librarian
Reporting to: Head of Primary/Head of Secondary
Collaboration: All Staff and Students
Position Type: Full-Time (including some weekends and evenings as required)

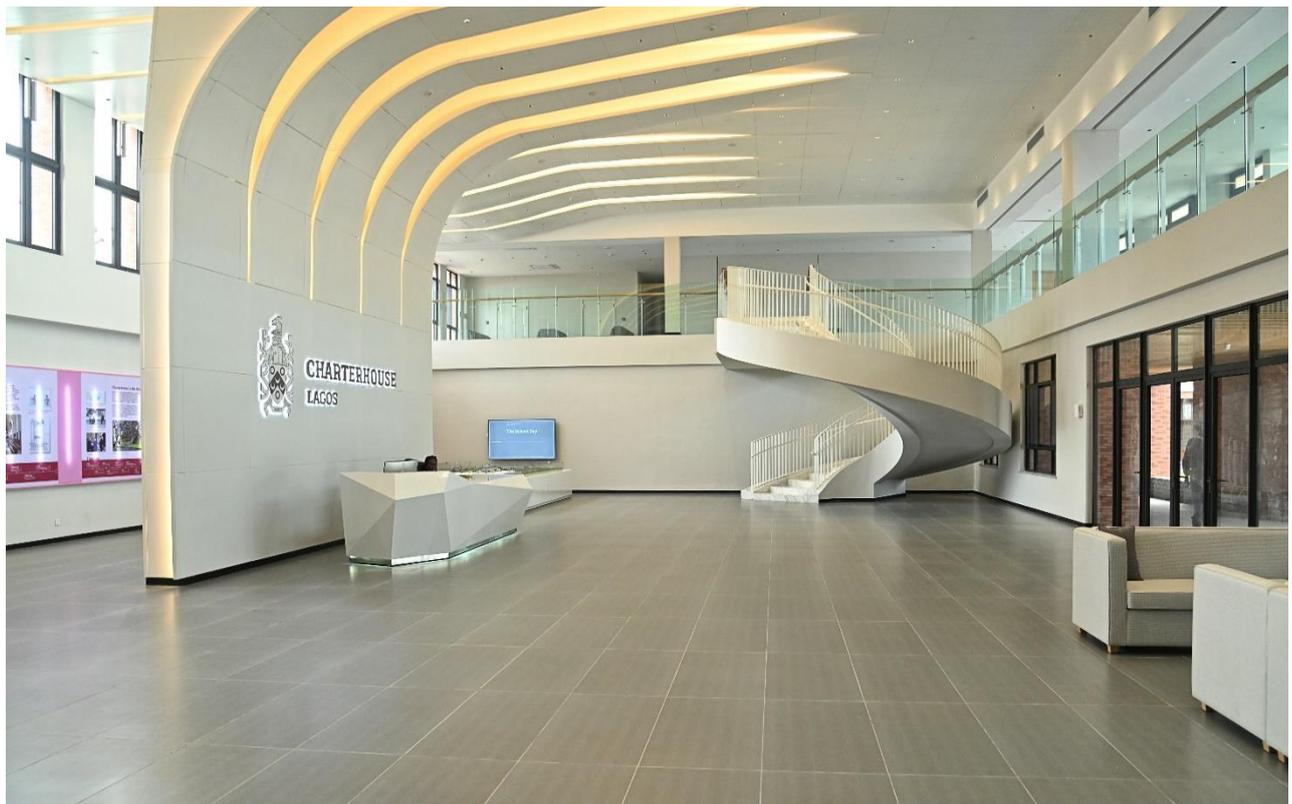
Role Overview: This position is responsible for managing the primary school library, curating a diverse collection of resources, and collaborating with teachers to integrate library programmes into the curriculum.

Charterhouse Lagos staff are committed to safeguarding and promoting the welfare of children and young people. They ensure a secure, stimulating, and well-managed learning environment that promotes a sense of safety, support and wellbeing.





Qualifications and Experience	Essential	Desirable
Bachelor's degree in library and information Science or a related field, with a focus on school librarianship.	Yes	
Master's degree in library and information Science or a related field.		Yes
3 - 4 years working experience.	Yes	
Familiarity with library cataloguing systems, digital library platforms, and online research databases.	Yes	
Skills & Competencies		
Strong knowledge of children's and young adult literature, educational resources, and emerging library technologies.	Yes	
Excellent pedagogical and presentation skills, with the ability to engage students and promote a love for reading and learning.	Yes	
Strong organizational and multitasking abilities, with attention to detail.	Yes	
Excellent interpersonal and communication skills, with the ability to collaborate effectively with teachers, students, and parents.	Yes	
Commitment to fostering a diverse, inclusive, and welcoming library environment.	Yes	
Demonstrate ability to adapt to changing technology and educational trends.	Yes	
Adaptability and willingness to embrace new technologies and industry changes.	Yes	
Personal Attributes		
Integrity and trustworthiness.	Yes	
Proactive problem solver with a positive attitude.	Yes	
Ability to collaborate effectively with teachers, students, and other staff.	Yes	
Adaptability and willingness to take on new responsibilities.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos.	Yes	
Ability to maintain a professional demeanour when dealing with all staff.	Yes	





Key Responsibilities	
1.	Library Management:
i.	Develop and maintain an organized and welcoming library space that accommodates diverse learning styles and interests.
ii.	Manage library resources, including books, periodicals, digital media, and technology equipment, ensuring accurate cataloguing, classification, and circulation systems.
iii.	Stay up-to-date with emerging technologies and trends in library science to enhance the efficiency and effectiveness of library operations.
2.	Collection Development:
i.	Select, acquire, and evaluate a wide range of print and digital materials that cater to the academic, cultural, and recreational needs of students and teachers.
ii.	Collaborate with teachers and school leaders to align the library collection with the curriculum, ensuring it supports various subject areas and year groups.
iii.	Regularly weed outdated or damaged materials and make informed decisions for new acquisitions based on student interests and educational requirements.
3.	Instruction and Information Literacy:
i.	Collaborate with classroom teachers to design and deliver a library programme that fosters information literacy skills, critical thinking, and research abilities.
ii.	Provide guidance to students in accessing and evaluating information from various sources, promoting digital literacy and responsible use of technology.
iii.	Support teachers in integrating library resources and technology tools into their lesson plans to enhance student engagement and learning outcomes.
4.	Reading Promotion:
i.	Develop and implement reading promotion programmes and initiatives to encourage a love for literature and lifelong reading habits.
ii.	Organize book clubs, author visits, storytelling sessions, and other literacy-related events to engage students and promote a vibrant reading culture.
iii.	Collaborate with teachers to create learning focussed displays, book recommendations, and reading lists that align with curriculum objectives and student interests.
5.	Collaborative Partnerships:
i.	Collaborate with teachers and curriculum coordinators to support inquiry-based learning and interdisciplinary projects that leverage library resources.
ii.	Work closely with the school community, including parents, to promote library services, seek input, and encourage family involvement in reading activities.
iii.	Foster relationships with local public libraries, community organisations, and other stakeholders to expand access to resources and learning opportunities.
iv.	Appropriate support within the English Department eg. Teaching lessons as required.
6.	Administrative Duties:
i.	Manage library budgets, track expenditures, and maintain accurate records of library materials, circulation, and inventory.
ii.	Stay informed about copyright laws, licensing agreements, and intellectual property rights related to library resources.
iii.	Supervise library support staff and student volunteers, providing training and guidance as needed.



CHARTERHOUSE
LAGOS



Primary School Library



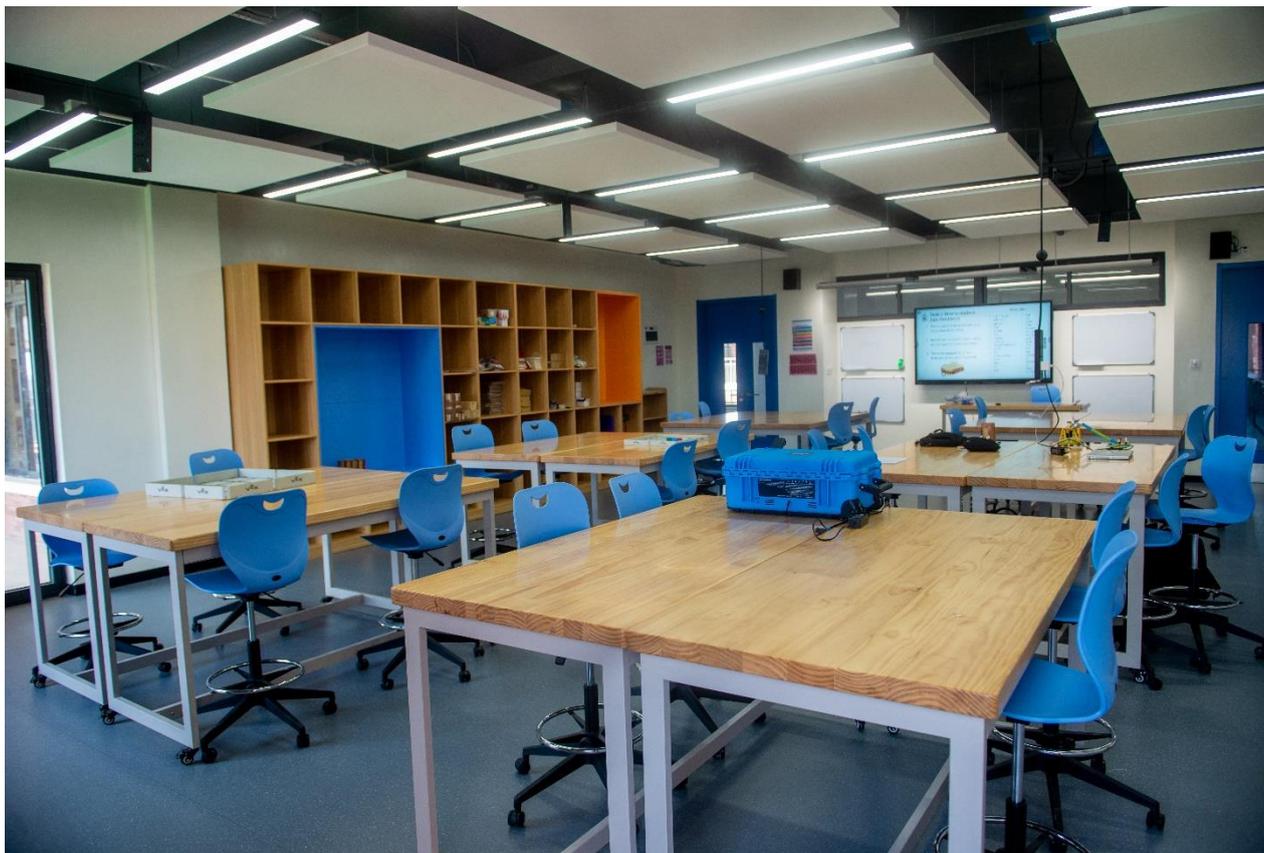
Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

About our School

We opened in September 2024 and we are setting a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we are creating students with a passion for learning, for excellence and for leadership.

The school community is self-contained and lies in Ogombo on the Lekki Peninsula, Lagos. The secure compound offers the best educational facilities in Nigeria. 24 hour security ensures that our students and staff can take advantage of the amazing facilities. We expect our older students to board at the school.

Facilities include fully connected classrooms, science and STEM labs, music, art, drama and library spaces, an 800-seat professional standard theatre, a 25-metre competition pool, along with a learn to swim pool, an NBA standard indoor basketball stadium, outdoor and indoor football pitches, and a beautifully landscaped campus that offers relaxation as well as a connection to nature.



Primary School STEM Room

The school offers an international education for students aged 5 to 18 (Years 1 to 13) using the British curriculum and leading to the IGCSE and A level qualifications. These will allow our students to aspire to the very best universities worldwide.

Opening a new school is a huge challenge and adaptability will be key. We aim to create British style international school reflecting the heritage and culture of the great UK independent schools. We are seeking leaders who will bravely tackle challenges and challenge expectations; we want individuals who will set aspirational targets for students and staff and lofty goals for our school.

Phase 1 of our building programme opened in September 2024 and phase 2, with the secondary school facilities is now completed. Phase 3 will follow over the next few years. Years 1 to 6 are already established in our primary school, and we just added Years 7, 8 and 9 in September 2025. In September 2026, Year 10 (IGCSE) and Year 12 (A levels) will open to complete our educational offering.

We hope that you will consider joining us to create an exciting new future in Lekki, Lagos.



TERMS AND CONDITIONS

Contract

This is a permanent full-time, full year position. The post will be considered probationary for a period of up to 6 months. Working hours will be full time, full year with occasional evenings and weekends as required by the schedule. Accommodation is NOT available.

Salary

Competitive

Benefits

Professional Development

Professional and international working environment, professional development and training opportunities.

Health Insurance

HMO coverage for employees and their families.

Meals

Free meals and refreshments are available to staff whilst on duty and when catering is in operation.

Holiday

The holiday year runs from August- July, in line with the academic year and leave entitlements, usually taken in the school holidays. This leave is in addition to Federal Public Holidays.

Fitness Centre Membership

All academic and business staff are entitled to join the Fitness Centre, with access to the swimming pool, gym and fitness activities.

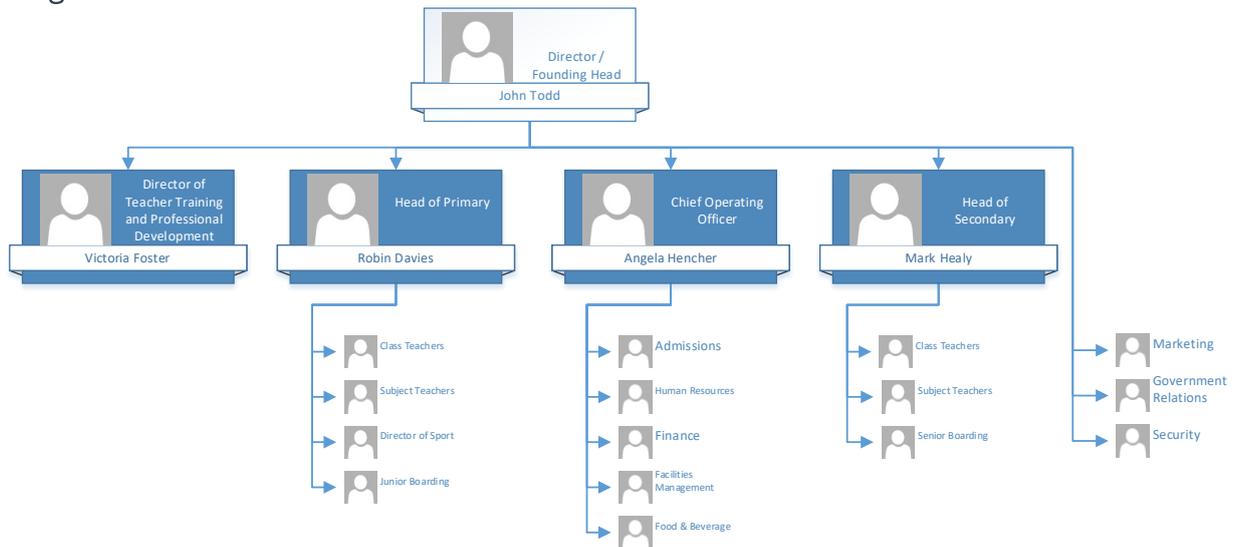
Pre-Employment Checks

Any offer of employment is subject to numerous checks to comply with our Safer Recruitment processes and our Safeguarding Policy (available to view on our website), please see our link for

[APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE.docx](#)



Organisation Chart:



Safeguarding

Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest international standards of recruiting practices with specific attention to child protection. All appointments are subject to interviews, identity checks, criminal record checks, social media checks and successful references.

Data Protection

The personal data relating to candidates, including personal data provided in, or along with the enquiry and application forms, is required to be collected by Charterhouse Lagos/The Huntington Education Group, for purposes of candidate evaluation, and facilitating the recruitment process. By providing us with your personal data, you give your consent to us for collecting, retaining, processing, transferring (including cross-border transfer) and disclosing personal data to any third parties (including intra-group) for achieving the above purpose.

Diversity, Equality and Inclusion

At Charterhouse Lagos, we want everyone to feel valued, appreciated, and free to be who they are at work, whilst remaining true to the culture and laws of Nigeria. Our recruitment processes are designed to prevent discrimination regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, citizenship, or any other aspect which makes them unique.