



International School of the Sacred Heart

Job Description



Library Assistant, Part-Time, 2026.09.02-2027.04.15

About the Role

Job Type: Staff, part-time, maternity leave

Reports To: Principal (secondarily the Head Librarian)

Location: International School of the Sacred Heart, Tokyo

Start Date: September 2, 2026

Overview: The Library Assistant supports the Librarian with student supervision (typically K/JS) and maintenance of all Library duties related to the circulation of books, maintaining good order, working with volunteers, inventory management, etc.

Core Responsibilities:

- Welcoming/supervising students
- Maintain good order in the Library
- Circulation of Library materials
- Supporting the Librarian with activities and duties as needed

Qualifications:

- Able to commit to the Sacred Heart Goals and Criteria
- Fluent command of the English Language - native or nearly so
- Love of children and love of learning
- Responsible, dependable, flexible, pleasant, kind



How to Apply

Please fill out the [online application form](#).

For positions requiring Japanese language, a Japanese CV is not required but may be submitted in addition to the English materials if the applicant prefers.

About International School of the Sacred Heart

ISSH is a private, not-for-profit all-girls Catholic day school in Tokyo. Founded in 1908 to provide an education for women to prepare them for success in an ever-changing world, Sacred Heart is an international community of students, educators, and families dedicated to the goal of supporting girls and young women in “growing with courage and confidence.” Approximately 50 nationalities are represented in our school community, as well as almost 20 different religions, faiths, and belief systems. ISSH offers an in-house curriculum that culminates in the US-based Advanced Placement program in high school, and the majority of graduates go on to attend universities in the US, the UK, Canada, or Australia. As a Sacred Heart school, it is a part of an international network of Sacred Heart schools worldwide, providing an extended network beyond the school community.

Child Protection Statement

Sacred Heart places a high priority in protecting the students in our care. By submitting an application, you also consent to Sacred Heart conducting full background checks on you as a condition of any contract offer made, and understand that Sacred Heart has the right to rescind any offer of employment should there be any concerns raised through those checks. You also understand that you will be asked to sign a child protection statement at the time of accepting any offer of employment from Sacred Heart. If hired, you agree to fully read and understand the [Child Protection Handbook of Policies and Procedures Policy](#).