



ST GEORGE'S
BRITISH INTERNATIONAL SCHOOL ROME



Application Pack

Librarian

Reference Number:

261001

Deadline:

Monday 26 October 2026, 4.00pm CEST





Welcome to St George's British International School

We are delighted that you are considering applying for a leadership position at St George's British International School Rome.

St George's is the original and leading British curriculum school in Rome. St George's was established in 1958 to serve the needs of Rome's international and internationally-minded communities. Many of our families are connected either to the United Nations or to embassies in Rome and the Vatican City. They take pride in belonging to a diverse, inclusive and friendly school community committed to standards of excellence in education that are recognised worldwide.

Our **Vision** is to be the best International School in Europe where all learners discover their passion and purpose, developing the character, skills and confidence to make a difference in the world.

Our Mission is to ensure that all learners become the best version of themselves, in an environment of collaboration, respect and kindness. We focus on the inspirational teaching and holistic development of highly committed, aspirational and resilient learners.

St George's Senior School is based at La Storta, to the North West of the City. St George's Seniors is intentionally inclusive, but its results at GCSE and IB are consistently on a par with selective independent schools in the UK. Many pupils proceed to Oxbridge, the Ivy League and to leading universities across continental Europe. According to Spear's Schools Index 2026, St George's is among the top 10 most academically successful international schools in continental Europe and among the top 100 schools worldwide.

This is a particularly exciting time to join St George's. The school is midway through a multimillion euro redevelopment of its La Storta campus. This programme has already resulted in a near doubling of the size of the school site and includes plans for a new canteen, state-of-the-art

performance spaces and a swimming pool. The governors last year appointed Mr. Alex Crossman as Principal and Chief Executive to lead the next phase of St George's evolution and expansion.

Be A Part of Our Special Community

Our incredible students come from well over 100 different countries and this infuses our school with vibrancy, inclusivity, tolerance, respect and support. Our highly qualified team of teachers includes many leading educationalists and experts in their field who inspire the pupils to genuinely be the best they can be.

We are dedicated to not only recruiting and retaining the best teachers, but also to ensuring that we constantly develop and improve the education that they provide for our pupils through a focus on training, coaching, research and innovation. Unlike many international schools, where high rates of turnover are the norm, St George's core faculty and leadership have chosen to stay long-term and to build lives in Rome. The large number of children of staff who attend the school, across all phases, further contributes to a family atmosphere.

Our resolute commitment to independence and to our not-for-profit status further differentiate St George's from others and allows us to invest all retained earnings in the quality of our students' experience.

School Accolades Include

- ★ **Top 10 Private Schools in Europe, Spears Index (2025, 2024)**
- ★ **Top 15 Schools in Europe: Schools Index by Carfax (2025, 2024, 2023, 2022, 2021, 2020)**
- ★ **Finalist, British International School of the Year, International Schools of the Year Awards (October 2024)**
- ★ **Top 100 IB Schools in the World (Summer 2025 Examination Session)**
- ★ **British School Overseas (BSO) Accredited Status (2024 - 2027)**
- ★ **COBIS Accredited Member with Double Beacon Status (*Learning & Teaching, Governance*) (2023)**
- ★ **Newcastle United Foundation Football School (the Club and Foundation's first International School partner)**
- ★ **ABRSM Partner Programme School (Second Worldwide International School Partner)**
- ★ **Trinity Cultural Experience Badge (2025/2026)**
- ★ **AFEC (Athlete Friendly Education Centre) School (one of just 40 worldwide)**
- ★ **UAL Art & Design Foundation Diploma Accreditation (one of only four centres outside of the UK)**
- ★ **AI in Education: Explorer Level 2026 (first European school to be certified)**

Our Commitment to Safeguarding

Our school's practices reflect and are aligned with the written Expectations of the International Taskforce on Child Protection.

St George's British International School is committed to safeguarding and to promoting the safety and welfare of children, young people and adults. Every member of staff employed at St George's has a responsibility to safeguard. St George's endeavours to provide a safe and welcoming environment where all staff and learners are respected and valued.

The school's Safeguarding and Child Protection Policy, applicable to all employees, includes the procedures for spotting and reporting child protection concerns, the role of Designated Safeguarding Leads, procedures, actions, referral processes and support measures.



Librarian

St George's British International School is seeking an organised, proactive and student-centric Librarian to lead the daily operation and development of the school library, fostering a love of reading, research and independent reading across the school community.

Duties and Responsibilities

- Manage the Library as a resource centre incorporating print, online and e-learning resources and support the teaching and learning across the school

- Oversee the procurement of resources for all the campus libraries and manage the budget prudently
- Liaise with accounts with regard to invoicing for lost /damaged stock across all three campus libraries
- Effectively liaise with academic departments and in consultation with senior academic leaders to collate the procurement needs for learning resources
- Have a creative vision of how spaces can be enhanced and used effectively to encourage learning in the library and throughout the Senior School
- Have the ability to engage staff through outreach activities so that the school's central learning resource is used actively across the whole school
- Ensure reading and reference materials meet the needs and interests of learners and teachers
- Develop and implement the Library development plan in consultation with members of the Strategy Team
- Promote the library and reading through displays, communications and co-curriculum activities
- Develop and deliver information, literacy sessions and research skills for staff and pupils across all levels
- Support Y6 to Y7 transition activities, as required
- Contribute to the further development of the academic integrity policy
- Develop the library's contribution to literacy programmes and all other whole school reading initiatives, in order to inspire and enthuse students to read widely, including ensuring all students have timetabled access to the library
- Be responsible for ensuring the library and its resources are making an appropriate contribution to the CAS programme
- Develop strong parent/community learning links
- Link closely with the City Centre and La Storta Junior School campus libraries to ensure there is parity for pupils and staff in the availability of resources and to ensure a cohesive vision relating to library provision.
- Work closely with the librarians at the City Centre and La Storta campuses in relation to library events (e.g. visiting authors; library contribution to whole school weeks and significant calendar days)
- Develop and run induction programmes on Library Resource Centre for new staff and pupils
- Manage the Library Resource Centre 's budget
- Manage the school's textbook loan scheme
- Regularly audit library stock and remove obsolete, damaged or inappropriate material from collections
- Oversee reordering / replacements of stock as appropriate
- Carry out any other duties that are commensurate with the nature of the position
- Attend all meetings and INSET as required

Personal Skills

- Enthusiastic and passionate about education with a sound understanding of UK best practice
- Flexible and adaptable to the varied demands of working in a world-class school environment
- Proactive in all aspects of school life
- Able to work independently and collaboratively as part of a team
- Creative and innovative across and beyond the curriculum
- Able to work successfully under pressure, with excellent organisational skills
- Reliable and respectful
- Able to demonstrate a positive and proactive attitude towards participation in professional development and the school's induction and appraisal processes
- Able to present a professional image in line with the high expectations of St George's
- A talented communicator, orally and in writing
- Other appropriate duties as notified by the Principal or Head of Senior School

Formal Qualifications / Experience

- A good UK Honours Degree (or equivalent)
- Experience in library management (desirable)

How to Apply

Reference Number	261001
Application Deadline	Monday 26 October 2026, 4.00pm CEST
Start Date	7 January 2027
Availability (full-time/part-time)	Full-time
Contract	1-year contract with the potential for a permanent position from Year 2

We reserve the right to appoint before the closing date. Early application is strongly encouraged. Please complete an online application form via www.stgeorge.school.it/staff/vacancies. Shortlisted candidates will have references taken up prior to interview.

Supporting Statement

The Supporting Statement is an instrumental part of our shortlisting process and should address and detail: the reason you are applying for the role, why you feel that you are a suitable candidate for the role to which you are applying, your skills and experience, and an explanation of any gaps in employment during your career.

Additional Application Guidance

The Education and Qualifications section of the application form must be completed in full (including grades obtained). References provided should always include your current employer. If you are currently working in education, please note that your first referee must be the Headteacher/Principal of the school that you are currently employed with.

School Policies

Applicants to St George's should be familiar with the school's Safeguarding and Child Protection Policy available at www.stgeorge.school.it/policies. A copy of the Staff Code of Conduct and Whistleblowing Policy will be made available to shortlisted candidates.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- Verification of identity, qualifications and professional status
- A safeguarding check
- Receipt of at least three satisfactory references (one of which should be from your current or most recent Principal, Head of School or line manager)
- Verification of medical fitness (completion of a medical declaration)
- Social media screening

Non-EU applicants will be required to produce their university transcript with courses taken and final grade of their first Degree.

Remuneration

Package details will be available to shortlisted candidates upon request.

Equal Opportunities

St George's is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally. Discrimination will not be made on the grounds of age, race, religion, disability, marital status, gender, re-assigned gender, sexual orientation, pregnancy or other basis.