



The Institut International de Lancy is a private international school offering high-quality teaching in English and French, geared to 21st Century skills. Over 1500 students attend the school in its French, English and Bilingual sections, from Early Years through to the French and International Baccalaureate.

As part of the creation of a new Learning Centre, we are recruiting a:

## Learning Centre Librarian

### Main Duties

#### Running of the Learning Centre

- Manage the resources (books and digital resources in close collaboration with the ICT leaders);
- Keep abreast of the latest information, suggest new resources adapted to educational needs;
- Lend out resources and ensure follow-up;
- Arrange spaces to create a welcoming and functional environment;
- Make the spaces attractive to support and promote topical or school projects.

#### Pedagogical support

- Work with teachers to integrate relevant resources into teaching projects;
- Develop pedagogical projects in partnership with the teaching team;
- Develop teaching media and information literacy skills.

#### Activities and reading promotion

- Welcome students to the different dedicated areas;
- Set up reading clubs, contests and literary events;
- Organise meetings with authors and illustrators in close collaboration with teachers;
- Encourage students to read in different languages, in line with the international dimension of the school.

#### Required Qualifications and Skills

- Perfect command of French and English;
- Previous experience in a similar position would be an asset;
- Open-mindedness, dynamism and a creative spirit;
- Ability to work well in a team;
- Good command of IT tools.



Institut  
International  
Lancy

**Type of contract**

Fixed-term contract from 19 August 2025 to 31 August 2026, with the possibility of a permanent position at the end of the contract.

**Rate of employment**

90% - 36 hours per week

**Start Date**

19 August 2025

**Documents required to apply**

Curriculum Vitae

Letter of motivation

Copies of diplomas and work certificates

**Documents to be provided at the time of employment**

Swiss or European passport or valid work permit

Extracts of criminal records (classical and special)

*Please note that only shortlisted candidates will be contacted. Should you not receive a reply from us within thirty days, please consider that your application has not been selected.*

26 February 2025