



STAFF VACANCIES

COMMENCEMENT DATE: 1 JUNE 2026

SCHOOL LIBRARIAN

The School seeks to employ a suitably qualified, experienced librarian to join our team.

The key responsibilities of the role are:

- Prepare and teach library lessons for all grades (R - 7)
- Organise and update library resources, inventory and catalogue using LibWin
- Conceptualise and implement initiatives to promote reading and literacy
- Work collaboratively with teachers to support literacy development
- Identify new books and materials based on learner and staff needs
- Guide learners and staff to find reading and research materials
- Conceptualise and develop creative, engaging and interactive displays
- Coordinate book sales and other related school events
- Coordinate library monitors as part of the Gr 7 leadership programme

Qualifications and skills:

- Relevant education and/or library science qualification
- Experience in the use of library data tools, e.g. LibWin
- Experience in managing a school library
- A love for and knowledge of children's youth literature
- Thorough knowledge and effective implementation of curriculum-related reading strategies
- Work effectively independently and in a team environment
- Excellent oral and written communication skills in English
- Strong interpersonal, time management and organisational skills
- Promote the values and ethos of a culturally diverse girls' school
- Aligns with the school's transformation objectives, particularly multilingualism.
- Highly proficient in at least two of the three official languages of the Western Cape
- Digitally literate and competent





RUSTENBURG

GIRLS' JUNIOR SCHOOL

- **Closing date: Monday 16 February 2026 at 09:00**
- **To be considered for this position, submit the following:**
 - [Application for Employment](#) form
 - CV with a short letter of introduction
 - Certified copies of your ID, qualification and transcripts
 - Two contactable referees
- **Via email to the principal c/o staffposts@rgjs.org.za or hand deliver your CV and documents to the school (12 Main Road, Rondebosch, Cape Town)**
- **If you have not heard from us by 13 March 2026, please consider your application unsuccessful.**

Rustenburg Junior School for Girls is committed to providing equal opportunities and practising affirmative action employment.

The school reserves the right not to proceed with the filling of the post. An application in itself does not entitle the applicant to an interview. Only shortlisted candidates will be contacted.

All applications will be treated in strict confidence.

Under the Protection of Personal Information Act (POPIA), all organisations and schools alike have a legal obligation to manage the personal information it processes appropriately. Our school is committed to ensuring the security and protection of your personal information and to providing a compliant and consistent approach to data protection. The school's Privacy Notice is available on the website, www.rgjs.co.za

