



SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • CITY CAMPUS

Shrewsbury International School City Campus

Job Specification: Administrative Assistant (This appointment is for a Thai national only)

Posting Date 9th May 2018

Closing Date 9th June 2018

Department: Administration

Key

Responsibilities:

The Administration Assistant reports directly to the Administration Manager and is part of the Administration team responsible for carrying the administrative duties for the school including;

- assisting with enquiries and issues from other members of staff and parents;
- dealing with general school e-mail correspondence promptly;
- assisting with the reporting and control of children at the Bus Holding Area at the end of each school day to ensuring children are accounted for and depart safely;
- arranging for staff personal and business travel quotes and making bookings with the school's travel providers including acting as a liaison between staff and the school's travel agent;
- liaising between the school's contracted bus service provider, the school and parents to control changes to routes, passengers, pick-up times and etc.
- managing the presentation and update of canteen menus onto the school's website, intranet and display TV screen displays in co-ordination with the canteen provider;
- checking the provision of catering is according to request;

- liaising with the catering provider to obtain quotes, book and manage the system for non-regular special catering requirements and special dietary requirements for children;
- assisting with record keeping including updating catering and bus reports;
- assisting with processing online subscriptions and purchases;
- assisting with controlling school trip budgets;
- supervising the stock of office supplies and stationery;
- assisting with the management of refreshments for visitors;
- providing support to the reception function of the school;
- assisting with extra-curricular administration;
- assisting with ad-hoc administrative duties including providing support for special events e.g. speech day, concerts and events.

Professional
Expectations:

The Administrative Assistant should have the following qualities;

- be positive, engaging and friendly in manner to all staff, students and visitors to the school
- be professional, neat and presentable both in the work and task undertaken and in their personal appearance
- have a “can-do” approach be efficient and accurate in dealing with work and duties assigned
- have a good English and Thai communication skills
- be flexible in approach to work and enjoy working as part of a team
- respect confidentiality as required
- promote a favourable impression of the school at all times
- comply with the school’s policies and procedures.

Child
Safeguarding:

Shrewsbury International School City Campus is committed to Safeguarding and promoting the welfare of children. The successful candidate will be required to

- attend in-house Child Safeguarding programmes
- promote and safeguard the welfare of all children in the school
- report to the Child Protection Officer any concerns they have

for the welfare of a child

- keep professional relationships with child where personal boundaries are respected and maintained
- seek advice from a Line Manager or Child Protection Officer with issues or concerns related to Child Safeguarding.

Requirements:

- Satisfactory Thai Police Criminal Record check
- Confirmation of identity
- Satisfactory references
- Verification of qualifications and work experience

How to Apply:

Applications must complete the Shrewsbury International School City Campus Application Form, which is available on the school website “Job Vacancies” page.

<http://city.shrewsbury.ac.th/Current-Vacancies>

The application is preferably in English so please select the application for Thai National (English Version)

Further Details:

Full details of the school are available on our website at <http://city.shrewsbury.ac.th>

Any queries should be forwarded to jobs-city@shrewsbury.ac.th.