



SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • CITY CAMPUS

Shrewsbury International School City Campus

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

Department: Administration

Key

Responsibilities:

The Receptionist reports directly to Administration Manager is responsible as part of the school's administration team for the effective operation of the reception function. In particular, the Receptionist will

- Issue security passes in accordance with the school security policy
- Respond effectively and politely to enquiries and concerns from parents and others
- Answer incoming telephone calls to the school and route them efficiently and accurately into the correct areas
- Deal with routine administrative tasks as assigned by Administration Manager
- Deal with outgoing mail proficiently and promptly
- Undertake work as part of administration support team
- Work as part of the "meet and greet" function for visitors and prospective parents
- Compile daily registration reports
- Ensure a neat and presentable reception environment
- Assist with providing support to the school shop function and other administrative duties

Professional

The Receptionist should have the following qualities

- Expectations:
- be positive, engaging and friendly in manner to all visitors to school
 - present a detailed knowledge of school working practices to all visitors and callers
 - be professional, neat and presentable in their personal appearance
 - be efficient and accurate in dealing with all enquiries
 - have an excellent telephone manner
 - have a “can-do” approach be efficient and accurate in dealing with work and duties assigned
 - have good English and Thai communication skills
 - be flexible in their 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 children 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 be made on the official 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.