



SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • CITY CAMPUS

Shrewsbury International School

Job Opportunity

Position / Job Administrative Assistant

Specification: (This appointment is for a Thai national only)
Applications will be considered as they arrive

Department: Administration

General: Shrewsbury is one of South East Asia's outstanding international schools, with enrolment of 1600 students from Early Years to Sixth Form, exceptional examination results and particular strengths in the creative arts, design and sport. The link with Shrewsbury School UK (www.shrewsbury.org.uk) is taken very seriously and, year-on-year, develops into a world-class educational partnership.

Key Responsibilities: The Administrative Assistant reports directly to the Administration Manager as part of staff providing the customer service function of the school. The Customer Services team comprises the administration, secretarial, reception, registrar and public relations function of the school. The responsibilities and tasks fall upon the team will be discharged effectively. In particular, the Administrative Assistant will:

- Adopting a close working relationship between each member of staff of the team and with the line manager.
- Prioritizing and organizing duties and responsibilities on a day-to-day basis to ensure an equitable division of workload between each member of staff of the team, a proper and timely completion of tasks including coping with absences of staff and short-term increases in workloads.
- Sharing knowledge, information and expertise in order that

each member of staff of the team is able to effectively carry out any responsibility that falls upon the team.

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 tasks 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 spoken command of English and Thai and competent written skills in both languages.
- Be flexible in their approach to work and enjoy working as part of a team.
- Adhere at all times to the spoken English policy.
- Deal with information with the appropriate confidentiality as required,
- Promote a favourable impression of the School at all times,
- Undertake duties and responsibilities in accordance with the School’s policies and procedures.

Tasks:

The Administrative Assistant reports directly to the Administration Manager and is responsible for

- Answering telephone calls into the administration section and routing them efficiently and accurately to the appropriate areas.
- Dealing with outgoing mail and e-mail proficiently and promptly.
- Helping to deal with enquiries and concerns from other members of staff and parents.
- Assisting with the reporting and control of students at the Bus Holding Area each school day to ensure the correct accounting for and the safe departure of students going home by bus.
- Liaising between the school’s contracted bus service provider, the school and parents to make changes to routes, passengers, pick-up times etc.

- Arranging staff personal and business travel quotes and bookings with the school's travel providers including acting as a liaison between staff and international staff and the school's travel agent.
- Liaising with the canteen management to obtain quotes, book and manage the system for non-regular special catering requirements and special dietary requirements for students.
- Managing the presentation and update of canteen menus onto the school's website, intranet and display TV screens around the school.
- Checking the provision of catering is according to request.
- Producing monthly report, for example, catering report, etc.
- Organising staff cubby holes.
- Distributing the external post to staffroom cubby holes.
- Supervising stock of office supplies, refreshment and snack for school guests.
- Assisting with ad-hoc jobs in the Administrative office and support special events in the School e.g. Speech Day, Concerts, FOBISSEA events hosted by the school, Last Night of the Proms.
- Assisting Administration Manager with the purchasing process.
- The professional appearance of waiting areas in reception, administration areas.
- The professional appearance of staff common rooms including managing notice boards to keep contents current, relevant and presentable.
- Other ad-hoc duties as requested.

Child
Safeguarding:

Shrewsbury International School 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 students in the school.
- report to the Child Protection Officer any concerns they have for the welfare of a student. This may include unsafe practices witnessed within the school as outlined in the school's Speak Out (Whistleblowing) Policy.

- keep professional relationships with students 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 (Driving License / Passport/National ID card).
- Satisfactory references.
- Verification of qualifications and work experience.

How to Apply:

Applications will be only be accepted on the official Shrewsbury International School Application Form, which is available on the school website “Job Vacancies” page.

Further Details:

Full details of the school are available on our website at www.shrewsbury.ac.th.

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