



EDUCATION VISITS CO-ORDINATOR AND ACADEMIC ADMINISTRATION OFFICER

JERUDONG INTERNATIONAL SCHOOL (JIS) invites suitably qualified Citizens and Permanent Residents of Brunei Darussalam to apply for the following positions:

Education Visits Co-ordinator and Academic Administration Officer

The successful applicant will be providing administrative support in the Academic Office and will be responsible for the co-ordination of any education visits which will take place off school premises. This role reports to the Director of Studies and Director of Enrichment.

Requirements:

- Degree level qualification
- Excellent command of spoken and written English
- Hardworking, able to work independently with good interpersonal skills
- Flexible in approach to work
- Competent in the use of IT

To apply, please complete the Application Form to be found in the Employment Section on the school website (www.jis.edu.bn), where you will also find further details of the posts. Please ensure that your CV includes a recent photo and full contact details (including email address) of two professional referees.

Closing Date for Applications: Monday, 25th November 2019

Safeguarding

JIS is committed to safeguarding and promoting the welfare of all students in its care. Successful candidate must be willing to undergo comprehensive child protection screening, including an enhanced criminal record disclosure and other standard pre-employment safeguarding checks.



JOB DESCRIPTION

Accountable to : Director of Studies and Director of Enrichment

The Administration Officer will:

Publications

- Work with the Assistant Head of Senior School: T&L to lead the School Textbook Process and manage the textbook mailbox.
- Manage the Academic teams digital presence on Firefly.
- Work with the Academic team to ensure that subject specific exam analysis documentation is ready for use by HoFs/HoDs.
- Be responsible for the design and production of materials/publications as directed by the Academic team to support developments in learning and teaching.
- Liaise with the Assistant Head of Senior School: Teaching and Learning and publications to ensure the teacher planner and Homework diaries continue to evolve effectively.

CPD

- Assist the Assistant Head of Senior School: Staff Development with the ongoing CPD programme administration, for example resourcing requirements, venue booking, catering booking, liaison with finance.
- Work with the Assistant Head of Senior School: Staff Development in delivering a high quality induction program for new staff.

Timetabling

- Assist in Production of Staffing Sheets
- Assist the Director of Studies with timetabling e.g. entering meetings, rooming, duties

Calendar

- Aid in the setup of next year's calendar, (compiling and loading calendar requests).
- Work with Director of Enrichment and Assistant Head of Senior School: Data and Scheduling (D&S) to declash the calendar.
- Work with Assistant Head of Senior School: D&S to ensure the calendar minimise cover requirements.
- Produce Calendar clash guidance documentation for staff and students.
- Manage the academic teams calendars/schedules.



SIMS

- Assist the SIMS manager with reporting.
- Work with the Assistant Head of Senior School: D&S to ensure the database is maintained and up to date.

Meetings

- Send meeting reminders, book venues and arrange meeting agenda templates for academic meetings.
- Minute taking at academic meetings, such as, but not limited to Heads of Faculty, Academic Committee.

Enrichment & Operations

- Assist and support Enrichment and Operations(E&O) administration

Educational Visits

A. Communication

- Ensure that standard procedures for Educational Visits are adhered to.
- Liaise with existing staff regarding upcoming visits to ensure that visit leaders meet pre-defined deadlines for the submission of paperwork in relation to their Educational Visit.
- Liaise and provide advice and guidance to new staff regarding leading an Educational Visit.

For example:

- Deadlines for submission of initial planning form and paperwork
- A list of the paperwork required for different types of visits (Non-Residential, Residential, International)
- Location of or provision of risk assessment templates
- How to obtain student details from SIMS (along with Bru-HIMS numbers)
- How to obtain staff details
- How to obtain travel insurance (for International visits)

B. FireFly

- Ensure that the contents of the Academic Admin, Educational Visits FireFly page is kept fully up-to-date with the current standard procedures and documents required to lead an Educational Visit.
- To update the Academic Admin, Educational Visits FireFly page as necessary, if and when procedures are refined/updated.
- To provide staff with guidance or help to create risk assessments for visits currently not catered for on the Academic Admin, Educational Visits page on FireFly



C. SharePoint

- To make use of the SharePoint system to approve Educational Visits once the required paperwork has been received from the relevant visit leader.
- To communicate with other staff, such as Cover (Junior and Secondary), Calendar, Deputy Principal and the Principal, regarding signing off visits, if and when necessary.

D. Google Apps

- Calendar - To attach electronic copies of the documentation for Educational Visits to the SALT Duty Manager School Calendar for visits which take place over a weekend.
- Drive – To add upcoming trips to the shared Google Doc weekly briefing sent out each Friday morning, and attach student lists to the accompanying Google Sheet.
- Support the DoE and Outdoor Education team with admin support.