



SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • CITY CAMPUS

Shrewsbury International School Bangkok City Campus

Job Opportunity

Position / Job

Specification: Head of Housekeeping

Department: Administration

General: Shrewsbury International School Bangkok City Campus is a purpose-built primary school in the heart of Bangkok. The campus is designed specifically for children aged 3-11 years old. 672 places are available from Early Years 1 (Age 3+) to Year 6 (Ages 11+).

The school operates on 25,000sqm of learning space. There are 4 major buildings, which house state-of-the-art facilities for Early Years, Primary, Sport and Creative Arts.

City Campus opened its gates in August 2018. It builds on the success of Shrewsbury International School Bangkok Riverside, where 1,700 students study from ages 3-18.

Both City Campus and Riverside share the same values, ethos and mission. The campuses come together to form Shrewsbury International School Bangkok, and children from City Campus will graduate to Riverside in Year 7 (Age 12+).

The campuses work closely together to create exciting and unique opportunities for both children and for staff.

Responsibilities: The Head of Housekeeping reports directly to the Director of Business Services and is responsible for the administrative services in the school. In particular, the Head of Housekeeping will:

- be responsible for cleaning the whole area of the school;
- be responsible for plants, trees, flowers, grasses, gardens and fields;
- be responsible for pest control;
- be responsible for hygiene products in lavatories and changing room facilities;
- supervise and oversee staff and team to achieve the effective tasks and be in the discipline;
- control the budget and supplies disbursement e.g. toilet paper, tissue paper, paper drinking cones etc;
- promote and improve in working standard of staff and team;
- summarise and report monthly expenses to Accounts Department (cleaning, gardening and fields, and hygiene products);
- plan and delegate manpower, and will supervise and evaluate staff and team;
- follow up all tasks assigned promptly and ad-hoc problem solving;
- report and take action in all tasks assigned by the Line Manager;
- manage obstacles in working environment regarding safety as the main priority, keeping fire exits clear and clean at all times;
- maintain all working equipment and tools to be in good condition and ready to be used;
- maintain furniture and all properties of the school to use last longer;
- report all items needed to be fixed and repaired items to technicians to process for the next stage;
- supervise and oversee readiness of all tasks assigned before the school activities starts, and clean up after the events finish e.g. sports competition, end of year activities, weekend functions, any other annual traditional days etc.

Professional Expectations: The Head of Housekeeping should have the following qualities, skills and experience:

- experience in building housekeeping;
- strong organizational and interpersonal skills
- a proactive team player mindset;
- excellent planning and time management skills, with ability to prioritise urgent tasks and meet agreed deadlines;
- good leadership skill;
- good English proficiency.

Child Safeguarding: Shrewsbury International School Bangkok 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's website:

<https://www.shrewsbury.ac.th/city/recruitment/vacancies>

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

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