

**Keystone Academy**  
**Job Description and Person Specification**

<b>Position:</b>	<b>School Translator</b>
<b>School Section:</b>	<b>Marketing and Communications Department</b>
<b>Scope:</b>	<b>English to Chinese and Chinese to English translation</b>
<b>Qualifications:</b>	<b>Bachelors degree</b>
<b>Period of Appointment:</b>	<b>Full-time</b>

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**JOB DESCRIPTION**

***Role Description / Working Relationships***

The post holder reports to the office of Head of School and the Marketing and Communications Department. As a bilingual school – Chinese and English – the school translators are go-to persons for a variety of school-wide requirements, including translation of written documents for external and internal audiences. To specify, this is not a secretarial role at school division levels but a professional translation role at the school-wide level. The translator is not responsible for individual communication, whether between teacher and parent or teacher and student or at grade or division levels.

**General Duties and Responsibilities:**

The specific duties and responsibilities of the translator include, but are not limited to, the following:

- Responsible for the translation of major school policy applicable to students, parents and staff (teaching and non-teaching). This includes HOS weekly letters, policy documents, forms, and announcements that are not secretarial in nature.
- Support the Office of the Head of School and the Marketing and Communications Department with translation as required.
- When appropriate, assist in the translation of school-wide publications such as:
  - a. Handbooks
  - b. Curriculum Guides,
  - c. Keystone Magazine,
  - d. Academic and non-academic articles written by non-Chinese faculty.
- Support the Marketing and Communications Department with posting and editing bilingual communication through the schoolwide communication App.
- Responsible for regular update and review of the bilingual schoolwide Style Guide.
- Serve as an interpreter when necessary.

**Qualifications, Experience & Competencies:**

The successful applicant is expected to have the following skills, abilities, knowledge, education and experience:

- Bachelor or above degree in relevant field.

- Experience working as a translator, interpreter or in the field of communications desirable.
- Proficient in Chinese and English, both written and spoken.
- Experience working in multicultural environment desirable.
- Skilled in handling competing deadlines and conflicting priorities with ease.
- Ability and experience to handle confidential documents with care and sensitivity, and maintain complete confidentiality.