Division: Elementary School
Position: ES Arts Resources Assistant
Reports to: Head of ES Arts Department & Liaises with Art and Music Teachers
Working Hours: 8:00am-5:00pm from Monday to Friday

Responsibilities:

Music
- Maintain Music inventory - Inventory of string instruments (ukulele, violins, cellos)
- Preparation of materials for the strings instrument (stickers, shoulder pad, rock stopper, rubber bands, bag tags, pencils)
- Instrument set up as required (music stands, stools, percussion instruments, mallets)
- Stage set up for the performances

Art
- Set up of resources for lessons
- Work with Art TAs to ensure all drying racks are emptied each morning and put away correctly
- Mounting and organizing artworks for twice yearly art exhibitions
- Working with operations staff to set up Arts specific events - eg. Tet assembly backdrop
- Able to use initiative and be proactive, understanding what is needed in each art room
- Be excited to work in a fast paced, ever changing environment

Art and Music
- Demonstrate excellent organizational skills and develop and communicate effective systems
- Filing of orders
- Making purchases requests (through Veracross or equivalent) - liaise with procurement
- Coordinate with the operations team for booking arrangements
- Handle photocopying, printing and cutting tasks
- Bulletin board set up
- Collect and organize supplies from stationery
- Prepare classroom resources according to lesson plans, including responsibility for all resources at the end of each lesson
- Assist in the design, creation, display of curriculum projects
- Work with Arts (Art and Music) Teachers and Procurement Department in monitoring overseas and local orders, including updating stock inventory.
- Maintain classroom and equipment cleanliness (liaise with cleaning staff)
- Provide support as requested by the teachers
- Perform other tasks as required by the ES Arts Teachers
Key Competencies:

Technical capacity

i. **Education / qualification**
   - University degree in languages or arts or related disciplines

ii. **Experience**
   - 2 years’ experience in a similar role

iii. **Technical knowledge**
   - Above-average proficiency in written and spoken English
   - Customer service orientation
   - Knowledge of information relevant to the position
   - Aptitude and application of skills and techniques relevant to the position
   - Proficiency using Google Suite, especially Google Docs and Google Sheets.

Stakeholder responsiveness

i. **Relationship building**
   - Demonstrates an understanding of Stakeholders’ needs and expectations
   - Shows respect for Stakeholders at all times
   - Demonstrates consideration for Stakeholders’ time by being well prepared
   - Gives timely and appropriate feedback to Stakeholders
   - Builds positive, harmonious and professional relations with Stakeholders’
   - Develops an understanding for Stakeholders’ circumstances
   - Identifies the appropriate person from Stakeholders’ to elicit right information
   - Shows consideration for Stakeholders in making requests

ii. **Professional Judgment**
   - Applies knowledge gained from own and others’ experience
   - Provides stakeholders with sound advice
   - Judges when to refer to others for advice
   - Adapts quickly to stakeholders needs and expectations
   - Anticipates stakeholders problems and is proactive with providing solutions

Management skills

i. **Team**
   - Co-operates with fellow team members to add value to work
   - Communicates effectively with others so as to not double up on work
   - Offers help to others when excess capacity is available
JOB DESCRIPTION

- Shares knowledge and information
- Discusses problems and issues with colleagues to learn from their experiences
- Shows interest in others’ work to develop team spirit and greater understanding of UNIS

ii. Task
- Listens to requests and responds promptly
- Remains on schedule with all work
- Ensures is always well prepared by planning and setting priorities
- Understands scope of job
- Delivers professional advice within scope of experience

iii. People development
- Is clear with instructions and expectations
- Helps junior staff understand what is important

iv. Problem solving
- Takes a logical approach to work and work issues
- Makes best use of available information
- Thinks through problems and possible solutions and tries to solve independently
- Learns from past experiences and applies to new situations
- Identifies problems in the early stages

Personal effectiveness

i. Drive & commitment
- Displays a positive attitude
- Demonstrates pride in UNIS
- Manages time effectively to increase work efficiency
- Is seen to be conscientious
- Works hard to achieve required results
- Strives to improve own performance
- Accepts constructive criticism and uses it to improve performance

ii. Attitude
- Presents a professional and positive image of UNIS
- Dresses appropriately
- Is punctual and manages own time effectively
- Seeks guidance and feedback from others
- Actively seeks to improve technical skills by seeking and responding positively to feedback
Social skills

i. Communication skills
   - Communicates clearly, concisely and effectively, both written and spoken
   - Actively listens to others
   - Adapts behaviour and communication style according to different Stakeholders’ needs and expectations

ii. Social Confidence
   - Develops and maintains a network of contacts within UNIS