



## Job Description

**Position:** Campus Card Officer

**Accountable to:** Accounts Officer (AR)

### General Statement of Responsibilities

Across the Jerudong International School (JIS) group of schools, we challenge ourselves, respect others and inspire positive change. We develop our schools through holistic school improvement in four interlinked key areas – Curriculum, Community, Capacity and Campus. Our student profile empowers students to think critically whilst actively engaging in lessons. We build capacity by ensuring students develop resilience by giving them opportunities to lead. We ensure students recognise their roles as global citizens alongside the many communities that exist within school.

We have three core values that epitomise our approach to holistic, international education. Each of these values leads to two areas that form our six school aims.

**CHALLENGE** : We challenge ourselves to step outside our comfort zones, developing our resilience now to prepare for whatever the future may bring.

**RESPECT** : Our strength is built on relationships that embrace diversity. This means listening with empathy and communicating kindly.

**INSPIRE** : We reflect, innovate and create to tackle meaningful issues. Every one of us has a responsibility to inspire positive change.

It is the responsibility of all staff to demonstrate these values themselves, with colleagues and with the students.

**Role Overview:** The Campus Card Officer is responsible for managing the campus card system, which includes issuing, maintaining and updating campus card system for students, faculty and staff.

### Key roles:

1. Communication and Coordination
  - Facilitate general communication between parents, students, staff and guests regarding the campus card system.
  - Respond to emails and provide solutions to issues related to campus card system and canteen orders.
2. Campus Card Management
  - Manage all aspects of the Campus Card Programme, including recording and preparing campus accounts.
  - Issue wristbands and campus cards to students, temporary cards and guest cards as needed.
  - Review accounts, balance systems, issue meal values to the boarders' campus card.
  - Perform monthly campus purse reconciliation and provide analysis and other card-related services.

3. System Maintenance and Updates
  - Update information on Firefly and SIMS related to the Campus Card System.
  - Ensure boarding house, canteen or café menus are uploaded in the campus card system and publish menus for online order and on Firefly.
  - Work collaboratively with off-campus service providers, Help Desk and contractor technicians on system updates and upgrades including POS Machine, KIOSK Machine and campus system upgrades.
4. Supplementary Purse Management
  - Calculate initial top-up amounts for the whole academic year for boarders and scholars under Ministry arrangement.
  - Assign purses, manage top-ups, check balances, review usage and generate reconciliation reports and analysis reports.
5. Financial Coordination
  - Work closely with the School Shop, Library, Accounts, Boarding house and Catering Contractors to ensure proper accounting and control over cardholder funds.
  - Manage deposits, disbursements, fund transfers and check invoices from catering contractors and the Parent Cafe.
  - Raise and send e-invoices to customers for campus card top-ups, new or replacement wristbands and campus cards.
6. Documentation and Reporting
  - Prepare Certificate of Enrolment and Corporate Placement Letters for Parents to claim their education allowances.
  - Participate in the school shop stock take and cycle count.
  - Photocopy, scan and upload digital documents; file documents such as reports, invoices and receipts as required.
  - Generate reports from the Campus Card system upon request, including reports for the Food Supervisor.
7. Documentation and Reporting
  - Assist the Food Supervisor with issues related to publishing the boarding house menu on Firefly.
  - Perform other tasks as specified from time to time by the Line Manager.

### **Child Protection Responsibilities:**

It is the duty of any member of staff, volunteer or visitor to JIS to report immediately to the designated Child Protection Lead in the event of the following:

- A disclosure of abuse from a student.
- Witnessing staff behaving in a way which is contrary to the provisions outlined in the Panaga School Staff Code of Conduct.
- Suspecting that a child is at risk or that abuse may have occurred.
- Concerns regarding the behaviour of any adults on school premises towards children.

In the absence of the Child Protection Lead, the Deputy Designated Child Protection Lead must be contacted. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff available.

**Working Hours:**

Monday to Thursday  
7.15 am to 4.30pm

Friday  
7.15am to 3.30pm

*\*During Induction days, staff may be required to start working from 7am.*

### PERSON SPECIFICATION FOR OPERATIONS AND ADMINISTRATION STAFF

Criteria	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>● Diploma and above in related field</li> </ul>	<ul style="list-style-type: none"> <li>● Other professional qualifications</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>● Prior work experience in similar post</li> <li>● Proficient ICT user</li> <li>● Excellent administrative skills</li> <li>● Good attention to detail</li> <li>● Proficient in English</li> </ul>	<ul style="list-style-type: none"> <li>● Other work experience within an office/admin environment</li> <li>● Competence in Chinese and Malay languages</li> <li>● Understanding of safeguarding and child protection policies and practices</li> <li>● Valid driving licence</li> </ul>
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>● Well organised and work within deadlines</li> <li>● Good interpersonal and communication skills</li> <li>● Form and maintain excellent effective relationships with all in school</li> <li>● Ability to work independently and a good team player</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of delivering presentations/ability to speak to groups</li> </ul>

<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>● Ability to use initiative</li> <li>● Caring, positive, honest and open</li> <li>● Respect and awareness for confidentiality</li> <li>● Ambitious and willing to learn</li> <li>● Self-motivated and energetic</li> <li>● Dedicated and hard working</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to maintain a professional manner under pressure</li> <li>● Proactive in self-development</li> </ul>
----------------------------------	---	---