



Job Description

Position: Temporary Departmental Assistant

Accountable to: Head of Department / Faculty

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: To carry out general clerical, reception and administrative duties that support the day to day operation of the relevant department.

Key Roles:

- A wide range of administrative tasks such as filing paperwork, copying documentation, data entry, taking inventory, etc.
- Organising, storing, processing and distributing both digital and paper information.
- Responding to emails, handling enquiries and executing incoming work requests.
- Operating common office machines such as copiers, scanners, binding machines, fax machines, phone systems, etc. if required.
- Assisting in class as and when required.

Other

- Perform other duties as assigned from time to time by the Teacher/Line Manager
- Required to sign in and out on the attendance sheet daily and accurately.
- Not paid overtime unless HR approves the completed payment form.
- It is the duty of any member of staff, volunteer or visitor to JIS to report immediately to the Designated Safeguarding 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 JIS 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 Designated Safeguarding Lead, the Deputy Safeguarding 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.