

# KIS International School, Reignwood Park Campus

## Job Description: Residential Supervisor

### Employment Arrangements:

- Full-time contract
- 7:00-17:30 or working shift assigned by the Director of Operations
- 2 days off per week
- Vacation as per administrative staff

**Reports to:** Director of Operations

### Position Overview

The School Residential Supervisor is responsible for playing a crucial role in ensuring the boarding residential properties are maintained to a high standard, clean and safe for students, staff, and visitors. The ideal candidate should have a strong background in residential and property management, excellent leadership skills, and a commitment to working to high standards.

### General Functions:

- Fully oversee and be responsible for the day-to-day operation of the boarding houses, dining facility and reception
- To ensure optimum satisfaction of all residents
- Ensure cleaning and landscape are maintained to a high standard and report any issues with the service line supervisor
- Ensure the daily removal of rubbish is completed
- Inspect buildings on a regular basis and identify items for repair, reporting them as necessary
- Track the progress of items that require repairing until completion within a satisfactory period of time
- To receive building issues raised from the boarding community, action, monitor until completion and report back to the community.
- Help coordinate pre planned maintenance, gardening and cleaning schedules in conjunction with the Director of Boarding and Director of Operations.

- Complete condition surveys on a yearly basis and submit reports with recommendations to the Director of Operations
- Working with the project supervisor, coordinate contractors works around the students academic schedule
- Ensure all contractors are supervised while inside the boarding village
- Complete furniture audits as requested by the Director of Operations
- Observe and report any security issues or concerns
- Keep the Director of Boarding informed of all issues
- Liaise with the Director of Boarding regarding future boarding students, and School Services Manager to ensure adequate provision of bedding
- Ensure all student rooms are set up correctly at the start of each term, and are clean with all sanitary and AC functions working properly
- Help prepare and set up staff apartments in boarding as new staff move in
- Ensure the defect inspection sheet is completed by staff after arrival
- Report safeguarding issues promptly
- Adhere to the health and safety policy and report near miss incidents.

### **Academic & Professional Qualifications**

- Bachelor Degree or equivalent; additional certifications in related fields are advantageous.
- At least 1-2 years experience in a similar role at a similar organization
- Proven experience in residential or hotel management, preferably in an educational or similar setting
- Previous experience in an international school or educational setting is preferred
- Experience in a Juristic Office role is an advantage.
- Knowledge of relevant laws and regulations related to security

### **Skills, Experience, & Attributes Sought**

- Excellent English Communications.
- Excellent communication and interpersonal skills.
- Ability to remain calm and effective in emergency situations
- Ability to work flexible hours, including weekends and evenings if required
- Knowledge of building systems
- Strong leadership skills
- Ability to coordinate between contractors and the community
- Availability and flexibility to respond to issues outside of core business hours
- Detail-oriented with strong problem-solving abilities



International School  
Reignwood Park

*KISRP International School is committed to creating a safe and supportive environment in which our students can feel secure in all of their experiences within the school community. All members of the community should at all times show respect and understanding for an individual's rights, safety, and welfare, and understand that all play a role in the safeguarding of our students, conducting themselves in a way that follows the law and reflects the ethos and values of the school. KISRP uses the comprehensive international standards developed by the International Taskforce for Child Protection as this provides a framework for the implementation of safeguarding policies and procedures. Our school's child safeguarding policy and supporting policies and procedures are written in support of the United Nations Convention on the Rights of the Child and aim to follow procedures stated by the Thai Ministry of Education, Thai Employment Law, and the Thai Child Protection Policy.*

**Approved: 20 Aug 2024**

**Reviewed:**

