

KIS International School Reignwood Park

Job Description: Boarding Receptionist and Administrator

Employment Arrangements:

- Full-time contract
- 5 working days per week
- Working shift assigned by the Director of Boarding
- Vacation as per administrative staff

Reports to: Director of Boarding

Key Responsibilities:

Boarding Receptionist

- Be present in the main Reception area at all times, other than during designated break periods, in order to welcome visitors, students, parents, contractors and visitors
- Maintain a welcoming environment and appropriate hospitality for visitors
- Ensure that the main Reception area is kept in a pristine condition at all times to provide the appropriate image and conditions for the receipt and welcome of visitors
- Ensure that face to face enquiries from visitors, parents, staff and students are dealt with appropriately and in accordance with the school's Safeguarding Policy
- Answer, screen and forward incoming phone calls
- Receive and sort daily mail.
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Oversee along with the Director of Boarding the smooth running of the boarding house village, understanding all aspects of boarding
- Maintain high standards of confidentiality, discretion, dress and professional behavior
- Performing ad-hoc duties as assigned

Boarding Administrator

- Handle administrative matters between the Director of Boarding, boarding students and their parents/guardians
- Arrange appointments and preparing necessary paperwork for appointments
- Maintain the filing system and electronic records for the department
- Update calendars and schedule meetings
- Perform clerical receptionist duties such as filing, photocopying, transcribing and faxing
- Provide high quality administrative support and assistance, when required, to the Director of Boarding
- Performing ad-hoc administrative duties

Academic & Professional Qualifications

- Bachelor's degree in any field
- Commitment to promoting the visions, missions and values of the school
- Understand the importance of promoting and safeguarding the welfare of students
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
- Emotional resilience

Skills, Experience, & Attributes Sought

- Chinese speaking is a must
- Happy bright positive strong personality
- Active and enjoy student company
- Be a person of integrity and initiative who is able to think ahead, prioritize and work accurately and flexibly
- Good communication and interpersonal skills and be able to mix easily with students, teaching and non-teaching staff, parents, contractors and suppliers
- Ability to deal tactfully and confidently with telephone callers and visitors.
- Proficiency in Google Suite
- Proficient Thai and English communication
- Willing to learn the working process of boarding schools
- Hands-on experience with office equipment
- Personable, empathetic, approachable, deadline meet and confident manner

- Professional attitude and appearance
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills and Service mind
- Ability to remain calm, composed and flexible within a busy and demanding environment
- Ability to undertake a wide range of clerical, administrative and general duties
- Good IT skills
- Understand of data protection and confidentiality
- Willingness to participate enthusiastically in all aspects of the school's educational and boarding life
- A high level of personal and professional integrity, discretion and confidentiality
- Ability to work under pressure and prioritize effectively

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: 22 May 2024

Reviewed: