

KIS International School, Reignwood Park

Job Description: Junior Boarding Assistant

Employment Arrangements:

- 1 year and full-time contract
- Working hours / days: 6:30–9:00 hrs and 15:00–22:30 hrs on alternate days as per the master schedule assigned by the Director of Boarding
- Day-off: 8 days per month flexible dates as per the master schedule assigned by the Director of Boarding
- Annual leave and Public Holidays: 25 days per academic year as per policy
- Term vacations: One week holiday at the end of each academic term.
- Accommodation and Meals (meals during terms time)

Report to: Director of Boarding

Position Overview

To assist with and contribute to the pastoral care and supervision of boarding students in term time and during holiday camps. Junior Boarding Assistants assist house staff, for overseeing daily routines, cleaning, laundry, maintenance, health, and safety. Junior Boarding Assistants are also required to liaise with Boarding Housemasters/mistress about individual student pastoral issues.

Academic & Professional Qualifications

- Degree (needed due to visa requirements unless Thai nationality)
- Communication skills in English

Skills, Experience, & Attributes Sought

- Happy, bright, and positive personality
- Active and enjoy student company
- Appropriate experience in a residential environment is an advantage

- Organized and tidy
- Sporty, academic, or musical attributes are desirable
- English proficiency (an extra language is an advantage)
- Personable, empathetic, and approachable; a strong desire to work with young adults
- Organized, happy personality, passionate about whole-child education, and enjoy working in a team.

Key Responsibilities:

- To join the Boarding Housemaster/mistress and Housemistress on duty, assisting with activities during scheduled times, and monitoring the students while on duty. This includes the School Holiday Camps throughout the calendar year.
- To support the Boarding Housemaster and Housemistress with boarding induction at the start of term for all students and ensure any new students joining the House are fully inducted.
- Supervise, along with the Housemaster and Deputy Housemaster, the clearing up of the House at the beginning and end of each term.
- Attend boarding staff meetings/camp meetings as required.
- Join all holiday camps and assist in house for its organization and supervision.
- Be familiar with the school's code of practice for health and safety, and its policies and procedures for countering bullying, substance misuse, and child protection; and be willing to undertake additional training as required by the school.
- Carry out other duties as may be reasonably required by the House Staff.



Please note that this is a residential post. Junior Boarding Assistants are expected to reside in the boarding house and join students at all meals when on duty. Junior Boarding Assistants will be on duty alternating mornings 6:30–9:00 hrs and alternating evenings 15:00–22:30 hrs, and alternating full working weekends. Accommodation will be provided for the year, and meals are available during school term time and holiday camps only.

We are committed to child protection and follow the Safe Recruitment Practices recommended by the International Task Force on Child Protection.

Approved:

Reviewed: