

**POSITION:** Health and Safety Field Coordinator

**REPORTS TO:** Risk Management Advisor

*External: We reserve the right to end the recruitment process once a suitable candidate is found.*

### **PURPOSE**

Under the supervision of the Risk Management Advisor, the Health and Safety Field Coordinator provides field-based support for the implementation of the JIS Occupational Health and Safety Management System (OHSMS). This role ensures that high-risk activities, including student travel, contractor work, after-school events, and service learning, are planned and executed in accordance with safety, emergency preparedness, and safeguarding policies.

The Coordinator supports inspections, training, field monitoring, and incident follow-up to help maintain a safe and compliant school environment.

### **QUALIFICATIONS, EXPERIENCES and ATTRIBUTES**

1. Bachelor's Degree in Education, Safety/Risk Management, Security Studies, or related discipline
2. Minimum 5 years' experience in health and safety, risk management, or field operations in a multi-cultural setting; experience in an international school is advantageous
3. Minimum 5 years' experience in health and safety, risk management, or field operations
4. Practical experience with travel risk, contractor safety, or event risk management
5. Knowledge of risk assessment, field inspection, and emergency planning procedures
6. Skilled in delivering briefings, drills, and awareness training
7. Excellent interpersonal and intercultural communication skills, including with students, staff, contractors, and vendors
8. Strong written and verbal communication skills in both Bahasa Indonesia and English
9. Proficient in Google Workspace, Microsoft Office; experience with digital safety/risk management platforms preferred
10. Calm, responsive, and dependable in time-critical situations
11. Strong attention to detail with the ability to document, track, and follow up on corrective actions
12. Willingness to work flexible hours, including evenings or weekends, to support trips and events
13. Committed to child protection, health and safety, and safeguarding principles

### **DUTIES AND RESPONSIBILITIES**

#### **Field Safety Oversight**

- Conduct routine and ad-hoc field inspections across JIS campuses and associated activities
- Support the implementation of safety measures for non-classroom activities, including after-school events, service learning, and community engagement programs
- Liaise with site-based staff, facilities, vendors, and the security team to support a safe operational environment
- Assist with incident response in the field and support follow-up investigations

#### **Trip and Travel Risk Management**

- Administer the JIS School Trip Risk Management Policy (RMO-TRM-POL-001)
- Support Trip Leaders in preparing risk assessments, vendor checks, and control measures for domestic and international trips
- Conduct reconnaissance visits for new or high-risk trips as required

- Deliver pre-trip briefings and post-trip reviews, escalating issues where appropriate
- Monitor high-risk trips in real-time and provide support during incidents

**Contractor Safety Support**

- Assist in the monitoring of contractor compliance, including adherence to permits to work, SWMS, and induction procedures
- Perform spot checks and support documentation reviews for on-site contractors
- Liaise with Facilities and the HSE Manager to ensure high-risk contractor activities are appropriately managed
- Help integrate contractor safety data into the broader OHSMS reporting framework
- Support enforcement of stop-work authority when unsafe practices are observed

**After-School Events and Activities**

- Support event organisers in risk planning for after-hours and weekend activities, including performances, tournaments, parent events, and community use of campus
- Advise on vendor and contractor safety, emergency planning, crowd management, and safeguarding responsibilities
- Assist with pre-event walkthroughs and provide real-time support for large-scale or high-risk events
- Conduct post-event reviews following incidents or near misses

**Training and Awareness**

- Train staff, Trip Leaders, and relevant coordinators in risk management, safeguarding, and emergency procedures
- Develop and maintain concise field tools such as checklists, quick guides, and action cards
- Promote a culture of preparedness and accountability across divisions and activities

**Reporting and Documentation**

- Maintain complete, confidential records of risk assessments, inspections, trip documents, and incident reports
- Support the Risk Management Advisor in preparing risk performance reports and identifying trends
- Contribute to continuous improvement of field safety protocols and system documentation

**Additional Responsibilities**

- Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting.
- Perform other related duties as assigned by the Risk Management Advisor.

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**TO APPLY**

Interested candidates should apply directly by email to [recruitment@jisedu.or.id](mailto:recruitment@jisedu.or.id).

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address (references will not be contacted without the candidate's permission).



# Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

## Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence and the candidate's country of origin.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

## Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.