



JERUDONG INTERNATIONAL SCHOOL

TEMPORARY DEPARTMENTAL ASSISTANT (HR)

JERUDONG INTERNATIONAL SCHOOL (JIS) invites suitably qualified candidates to apply for the position above.

To apply, please complete the Application Form to be found in the Employment Section on the school website (www.jis.edu.bn), where you will also find full details of the posts or scan the QR code. Please ensure that your CV includes a recent photo and full contact details (including email address) of three professional referees.

The closing date for applications is **Friday, 10th April 2026**, although early applications would be most appreciated.

Applicants who have not been contacted by **Tuesday, 5th May 2026**, can assume that on this occasion they have been unsuccessful and are sincerely thanked by the School for their interest.

The successful applicant must be available to commence employment in **August 2026**.

Safer Recruitment

JIS is committed to safeguarding and promoting the welfare of all students in its care. Successful applicants must be willing to undergo comprehensive child protection screening, including an enhanced criminal record disclosure and other standard pre-employment safeguarding checks.

As part of the safe recruitment procedure, we will require the following information prior to starting work at JIS:

- Up-to-date police records
- Three references, one of which must be from the current employer.
- Please be aware that applicants may be subject to a social media and online search.

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JOB DESCRIPTION

Position: Temporary Departmental Assistant (HR)

Accountable to: Senior HR Officer and Head of HR

GENERAL STATEMENT OF RESPONSIBILITIES

Mission

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.

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Key Roles (subject to change and development):

A. Professional Development and Training

1. Assist with coordinating in-house training sessions, including logistics such as scheduling, venue arrangements, and material preparation.
2. Coordinate travel arrangements (flights, registrations, accommodations) for training participants, ensuring compliance with budgetary guidelines and purchasing policies.
3. Work closely with finance and purchasing departments to support adherence to budget adherence for training and development initiatives.
4. Monitor staff completion of annual online Child Protection training and provide regular updates to the HR Administrator for record maintenance, supporting compliance with training requirements. Conduct periodic checks throughout the year and follow up with staff pending completion, particularly approaching the end of the academic year, to encourage timely completion.
5. Maintain accurate records of professional development documentation, including training attendance, evaluations, and certificates of completion.

B. HR Systems Administration

1. Assist with providing support and guidance to staff on the use of the HRMS to facilitate smooth adoption and optimal utilisation.
2. Assist in troubleshooting and resolving basic system-related issues, escalating more complex matters to the appropriate personnel where necessary.

C. HR Compliance

1. Support the implementation of HR policies and procedures to contribute to compliance with applicable employment laws, School policies and relevant stakeholder requirements.
2. Assist in helping to identify gaps and supporting improvements to HR workflows, policies and internal controls.
3. Assist in tracking and following up on action items to support the timely closure of compliance-related issues.
4. Provide administrative support in maintaining records of conflict of interest declarations and other compliance documentation.

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D. Data Protection and PDPO Compliance

1. Support the implementation of data protection policies and procedures to help maintain compliance with the Personal Data Protection Order (PDPO).
2. Provide first-level assistance in responding to inquiries regarding personal data, referring more complex matters to the Senior HR Officer where necessary.
3. Assist in maintaining accurate and up-to-date records to support data protection compliance and reporting requirements.

E. Other HR Responsibilities

1. Undertake additional tasks as assigned from time to time by the Head of HR/HR Manager, acknowledging the dynamic nature of the work environment and the need for flexibility.

Child Protection Responsibilities

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.

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PERSON SPECIFICATION FOR OPERATIONS, ADMINISTRATION AND SUPPORT STAFF (Temporary Departmental Assistant (HR))

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Diploma and above in related field 	<ul style="list-style-type: none"> • Other professional qualifications
Knowledge and Experience	<ul style="list-style-type: none"> • Prior work experience in similar post • Proficient ICT user • Excellent administrative skills • Good attention to detail • Proficient in English 	<ul style="list-style-type: none"> • Other work experience within an office/admin environment • Competence in Chinese and Malay languages • Understanding of safeguarding and child protection policies and practices • Valid driving licence
Professional Skills	<ul style="list-style-type: none"> • Well organised and work within deadlines • Good interpersonal and communication skills • Form and maintain excellent effective relationships with all in school • Ability to work independently and a good team player 	<ul style="list-style-type: none"> • Experience of delivering presentations/ability to speak to groups
Personal Qualities	<ul style="list-style-type: none"> • Ability to use initiative • Caring, positive, honest and open • Respect and awareness for confidentiality • Ambitious and willing to learn • Self-motivated and energetic • Dedicated and hard working 	<ul style="list-style-type: none"> • Ability to maintain a professional manner under pressure • Proactive in self-development

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