



JERUDONG INTERNATIONAL SCHOOL

BOARDING AND ENRICHMENT DEVELOPMENT ASSOCIATE

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, 8th May 2026**, although early applications would be most appreciated.

Applicants who have not been contacted by **Tuesday, 19th 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:	Boarding and Enrichment Development Associate
Accountable to:	Director of Enrichment and Operations Head of Boarding

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.

Role Overview

To provide administrative support and enhance the Boarding and Enrichment programmes.

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Key Roles (subject to change and development):

A. Boarding Commitments

Accountable to: Assistant Head of Senior School: Head of Boarding

1. The Boarding and Enrichment Development Associates will be expected to play a role in enhancing the Full and Weekly Boarding provision within the week and at the weekends. There is also an expectation to support the Boarding holiday camps. Time in lieu will be given during term time to facilitate this if required.

B. Administration

1. Provision of general administrative support to the Boarding Community as directed by the Head of Boarding.

C. Other Responsibilities

1. Act as Boarding Bus Supervisor on Fridays, Sundays, and public holidays, ensuring the safety and well-being of students during transit. Provide additional support for Full Boarding students travelling to and from Miri as required.
2. Support the school's Enrichment Programme in line with operational needs and individual skill set, including participation in activities such as Outdoor Education, racquet sports, and Music and Drama.
3. Contribute positively to the wider school community by assisting in co-curricular and student engagement activities where appropriate.
4. Undertake any additional duties as assigned by the Line Manager

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.

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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.

Working Hours

The Boarding and Enrichment Development Associates are required to be in the House and on 'duty' or 'on-call' at all reasonable times when the children are around the House.

Although there are some busy times, much of the job entails 'being available' whilst on-call and as such is not too onerous. During on-call times they must be available, but for much of this time they will be free to go about their own business. They will be included in the holiday roster issued by HR, when not on annual leave. A schedule for the role is attached as part of Appendix F.

The Boarding and Enrichment Development Associates must be contactable via phone when on duty or on-call. They must refrain from engaging in activities or associations with friends or families that inhibit or prevent them from discharging their boarding house duties properly. The Boarding and Enrichment Development Associates and their private guests must behave according to the JIS Boarding House Staff and Guests Code of Conduct.

***Total of 40 hours per week subject to change with discussions with Head of Boarding and Director of Enrichment and Operations.**

Conditions of Service

A shared single accommodation will be provided. Breakfast and Dinner are provided during the week when the children are present and over the weekends when on duty. Water and electricity are provided for free.

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PERSON SPECIFICATION FOR OPERATIONS, ADMINISTRATION AND SUPPORT STAFF (BOARDING AND ENRICHMENT DEVELOPMENT ASSOCIATE)

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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