

**POSITION:** Clerk - MS Office and Library  
**REPORTS TO:** Middle School Principal

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

#### PURPOSE

The MS Office & Library Clerk is responsible for supporting the daily operational and administrative needs of the Middle School office and supervising the library after school hours. The role includes assisting with student activities, office administration, equipment organization, event support, and maintaining a safe, organized, and welcoming library environment for students and staff.

#### QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Minimum diploma 3 or equivalent required.
- Experience working in a school environment or with children is preferred.
- Previous administrative or library support experience is an advantage.
- Strong English communication skills, both spoken and written.
- Basic computer literacy and ability to use office systems and technology.
- Good organizational and time-management skills.
- Ability to work independently and take initiative.
- Ability to multitask and adapt to changing priorities.
- Reliable, responsible, and punctual.
- Friendly and service-oriented.
- Positive attitude and collaborative approach to work.
- Flexible and willing to support school operations as needed.
- A clear commitment to Child Safeguarding, safety, service learning, and environmental stewardship

#### DUTIES AND RESPONSIBILITIES

##### **Recess & Equipment Management**

- Distribute and collect sports equipment during recess periods.
- Monitor the condition of sports equipment and ensure proper storage and maintenance.
- Ensure all equipment is properly accounted for after use.

##### **Activities & Event Support**

- Assist with the setup and breakdown of school activities, events, and trips.
- Support Middle School ESP preparation activities.
- Prepare, organize, and maintain ESP equipment and related materials.
- Coordinate and maintain student passport documentation and tracking materials related to ESP activities.

##### **Photo & Media Administration**

- Organize, upload, and maintain Middle School event and student photographs on JISNet.
- Support media organization and documentation for DragonTales and school publications.

##### **Office Administration**

- Provide clerical and administrative support to the Middle School office.
- Assist with filing, photocopying, document preparation, and general office duties.
- Maintain organized and tidy storage rooms and workspaces.
- Support office operations as directed by supervisors.

### **Student Supervision**

- Supervise students using the library after school.
- Ensure students follow library rules and maintain appropriate behavior.
- Promote a safe and welcoming learning environment.

### **Library Circulation & Operations**

- Assist with the circulation of library materials using the Follett Library System.
- Support students and staff with borrowing and returning library materials.

### **Collection Maintenance**

- Assist with book processing and minor book repairs.
- Shelve library materials accurately and consistently.
- Conduct shelf reading to maintain the organization of library collections.
- Assist with inventory and collection management when required.

### **Library Organization & Maintenance**

- Ensure the library remains clean, neat, and organized.
- Prepare the library for the following school day.
- Support the Library Media Specialist with additional assigned duties.

### **Other responsibilities**

- Maintain professionalism and confidentiality in all work-related matters.
- Demonstrate flexibility and willingness to assist in multiple operational areas.
- Communicate effectively with students, parents, teachers, and staff in English.
- Ensure assigned areas are safe, organized, and properly maintained.
- Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflectiveness
- Perform other related duties and assume other responsibilities as assigned by the Middle School Principal/Library Media Specialist.

### 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.
- 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.