

POSITION: Secretary
REPORTS TO: Pattimura Elementary Principal

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

PURPOSE

Under the supervision of the Elementary Principal, the Secretary will provide efficient, professional administrative support to the PEL office, ensuring the smooth operation of the school and the well-being of students and staff.

WORKING SCHEDULE

- When school is in session (Monday-Friday, 9:15 AM to 5:30 PM)
- When school is not in session (Monday-Friday, 7:15 AM to 3:30 PM)

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Bachelor's degree in Administration or Secretarial from an accredited institution
- Minimum of three (3) years of work experience in a related field
- Demonstrated experience in handling administrative responsibilities.
- Excellent organizational skills
- Fluency in English and Bahasa Indonesia
- Excellent communication and interpersonal skills
- Able to perform duties with speed and accuracy without immediate and constant supervision
- A high level of flexibility
- Attention to detail and handling confidential data
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect
- Ability to treat sensitive issues in a confidential manner
- Ability to work both independently and collaboratively with teams to achieve common objectives
- Proficient with Google Suite or company software such as Oracle
- A clear commitment to Child Protection, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

Administrative and Office Support

- Perform general office functions, including document handling, administrative support, filing, and data management for the PEL Office while maintaining strict confidentiality of sensitive information.
- Ensure accurate scheduling and maintenance of school events and activities in Google Calendar.
- Manage the seven-day cycle schedule, input data into PowerSchool, and distribute the cycle schedule and school calendar to all students.
- Submit purchase requests for overseas and local orders for EY to Grade 3 using NetSuite.
- Perform other related duties and responsibilities as assigned by the Elementary Principal.

Parent, Student, and Community Support

- Promptly respond to parent inquiries and facilitate communication between parents, students, and teachers as needed.
- Organize New Family Orientation programs in collaboration with various departments.
- Take photographs of caretakers and drivers for identification cards and ensure registration through the Risk Management online registration system.

- Assist the Risk Management team in distributing identification cards and vehicle stickers to the respective individuals.

Event and Activity Coordination

- Coordinate logistics for After School Activities (ASAs), including:
 - Securing appropriate venues
 - Organizing attendance folders
 - Posting venue lists
 - Monitoring and ensuring accurate student attendance
 - Liaise with the PEL After-School Activities Coordinator to ensure all after-school activities run smoothly
 - Coordinating bus arrangements with the Transport Officer
 - Printing required materials
 - Managing ASA dismissal duties
- Collaborating with the PEL Facilities Team to coordinate meetings, activities, and events by:
 - Creating work orders
 - Securing venues and setup arrangements
 - Preparing materials for activities and events
 - Submitting IT support tickets as required
- Photograph PEL events and activities and share photos with the PEL Principal, Communications Department, and Yearbook Committee.

Safety and Operational Support

- Prepare and maintain emergency folders for classrooms and designated areas.
- Conduct regular checks to ensure readiness for emergency drills.
- Regularly update AQI (Air Quality Index) information and the seven-day cycle schedule.
- Collaborate with Facilities to maintain a safe and secure environment for the field and playground areas.

Professional Expectations

- Participates in professional development and training opportunities to enhance job-related competencies and operational efficiency.
- Demonstrates and supports the JIS Learning Dispositions: Resilience, Resourcefulness, Relating, and Reflecting.
- Performs other related duties and assumes other responsibilities as assigned by the Elementary Principal, including, but not limited to, other projects when deemed necessary.

TO APPLY

Interested candidates should apply directly by email to 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.