



JERUDONG INTERNATIONAL SCHOOL

TEMPORARY DEPARTMENTAL ASSISTANT (PURCHASING)

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, 13th November 2026**, although early applications would be most appreciated.

Applicants who have not been contacted by **Monday, 7th December 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 **January 2027**.

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 (Purchasing)

Accountable to: Head of Purchasing and Assistant Head of Purchasing

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

The Staff is responsible for the procurement of consumables, maintaining the purchasing database and ensuring the efficient operations of the Procurement Section for JIS and Panaga School. The role requires effective cross-departmental collaboration to meet organizational needs and timelines.

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Key Roles (subject to change and development)

A. Support Purchasing Operations

1. Update the purchase request (PR) trackers for the purchasing group mailbox and the procurement system's purchase request list at the times set in the Purchasing Guidelines.
2. Follow up PRs and escalate them in line with the Purchasing Guidelines.
3. Update the weekly PR and purchase order (PO) ageing report.
4. Provide first-line user support on the purchasing system including guidance on raising, tracking purchase requests and other system error related issues.
5. Manage the daily purchasing of stationery for academic faculties.
6. Respond to PRs in a timely manner. Each PR must be processed into a PO within 7 working days, except for intermediate-value purchases, which follow the timeline set out in the Procurement Guidelines.
7. Conduct requests for quotation (RFQs) and assessments to ensure compliance with the Procurement and Finance Policy.

B. School Buses Booking and Invoicing Coordination

1. Ensure that all bus bookings are recorded in the purchasing system and that buses arrive on time on the booking day.
2. Ensure all school trips (other than boarding fixed regular trips) have a Purchase Order before the trips depart..
3. Follow up quality concerns with the bus companies (late or missed pickups, vehicle condition, driver conduct, safety and overcharging). Keep an incident log and update the Assistant Head of Purchasing on the progress till the incident is resolved.
4. Work closely with Logistics Manager the incident log for the annual vendor performance review and ensure bus companies keep their permits and insurance valid.

C. Other Responsibilities

1. To perform any other duties and responsibilities as requested/assigned by the Head of Purchasing and Assistant Head of Purchasing

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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 (PURCHASING))

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"> Proven experience in procurement or supply chain management 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 Strong negotiation and vendor management skills
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 Citizen or Permanent Resident of Brunei Darussalam 	<ul style="list-style-type: none"> Ability to maintain a professional manner under pressure Proactive in self-development

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