



WELLINGTON
COLLEGE
INTERNATIONAL SCHOOL BANGKOK

Job Description

Wellington College International School Bangkok ('WCIB')

Position:	Activities Assistant
Reports to:	Head of Activities
Collaborates with:	Whole School
Oversight:	-
JD updated:	May 2024

Wellington College Bangkok opened in August 2018 and has quickly gained a reputation for being one of Bangkok's leading international schools. Currently the School has 800+ students aged between 2 and 16, across Pre-Nursery to Year 11. In August 2024 we will open a Sixth Form for students aged 16-18 and the eventual plan is to accommodate 1500+ students.

The school's facilities are world-class with a beautiful modern design and appearance which incorporates the distinctive features of Wellington College, Berkshire, and elements of Thai culture. The buildings are set amidst a large, 70-rai beautifully designed campus in Krungthep Kreetha, an area midway between Bangkok city and Bangkok International Airport, right next to the expansive greens and fairways of the Unico Grande Golf Course. In 2021, the new Senior School building (the first of two) opened – a spectacular and extraordinary development which confirms Wellington as the most dynamically progressive and educationally significant new school in the region. The second Senior School building will open in 2026 and new sports fields and tennis courts will open during the course of the first half of Term 1, 23-24.

We offer the English National Curriculum leading to IGCSEs at the end of Year 11 and A-levels at the end of Year 13. Wellington College Bangkok was the first school in the world to gain full COBIS Patron's Accreditation within the first year of operation, and subsequent full membership of FOBISIA and CIS. In 2021, the new Senior School building (the first of two) will open—a spectacular and extraordinary development which confirms Wellington as the most dynamically progressive and educationally significant new school in the region.



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We follow the educational philosophy of Wellington College – founded in Berkshire, England in 1859. We offer pioneering education to serve and help shape a better world. Our identity is summed up thus – **Inclusive, Independent, Individual, Inclusive, Intellectual.**

Responsibilities:

Instrumental (1:1 lesson)

- Arranging instrumental programme 1:1 timetable to students.
- Setting up booking system and sending a confirmation of timetable to parents.
- Providing appropriate information of instrumental programme and schedule to parents and staff.
- Dealing with parents for all enquiries about instrumental programme.
- Coordinate and working with Director of Music and Head of Activities.
- Preparing invoice report and coordinate with Finance for invoicing parents.
- Coordinate with instrumental teachers and Finance for monthly payment.
- Liaise with HR department for police criminal record checking letter of new instrument teacher and keep data as confidential in system.
- Liaise with Head of Child Safeguarding to arrange a safeguarding training for new instrumental teacher and as annually training.
- Coordinate with Operation Team, IT Department and HR department for arranging school badge and email for new instrumental teacher.

Trips (residential, DoE Trip, day trip, sporting overnight trip excluding Sports Fixture)

- Dealing and Liasing with Purchasing and Finance department about booking accommodation and flight.
- Supporting trip leader in order to prepare purchasing requisition to order supplies and resources to complete within the timeline.
- Liasing with Trip leader to Confirming names/numbers of students and teachers with Academic Departments.
- Liaise with the operations team and external agencies/providers to ensure trip planning and safe running of events.



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- Dealing with Transportation/Snacks or Meal arrangements through the Operations team.
- Dealing with Insurance as required.
- Liaising with parents and the School Registrar Visa requirements.
- Coordinate with School Registrar for submit trip information and student details to OPEC.
- Organising attendee data with Finance team for launching the Invoices.
- Agreeing payment terms with the Provider.
- Preparing a trip booklet and relevant information to Trip Leader
- Dealing with parents for all enquiries about trip.

Additional Responsibilities

- Provide effective communication of Department information including Wellington Extra, Instrumental programme, School trip, Holiday Camp to students, staff, parents and other stakeholders.
- Prepare all certification for DoE award winners.
- Assisting to setup booking system of DoE Junior Award
- Assisting on DoE trip, sports or school event when needed
- Prepare all certification for DoE award winners.
- Make recommendations to the Head of Activities about ways to improve both of instrumental and Wellington Extra programme or if there are concerns from parents, students or staff about the quality of any activity or service.

Requirements:

- Bachelor's degree in any fields.
- Having an experience in working with international school environment would be desirable.
- Experience in Duke of Edinburg would be advantage.
- Good command in English
- Organising and time management skills.
- Strong analytical thinking skills and problem-solving abilities.
- Positive attitude towards managing unexpected challenges.
- Able to work under pressure.
- Good skills of customer service and interpreter.



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Safeguarding and Legal

Please note the College's positions are subject to an enhanced Criminal Records Bureau. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Wellington College International Bangkok is also committed to equality and diversity. Candidates should be aware that all posts in the College involve a degree of responsibility for safeguarding students.

If you are interested in the position, please send together with a letter of introduction and an up-to-date CV, including the names and contact details of three referees, should be sent to recruitment@wellingtoncollege.ac.th