



WELLINGTON  
COLLEGE  
INTERNATIONAL SCHOOL  
BANGKOK

## Job Description:

Position	Junior School Administrator
Line manager	Junior School Executive Administrator
Managing	-
Dated	January 2025

### 1. 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.

### 2. Roles and Responsibilities:

- Support the current Junior School administration team with all required duties as reasonably requested.
- Undertake Front Desk duties including response to telephone and personal enquiries as required.
- Greet visitors and provide refreshments as necessary.
- Give practical assistance to parents with enquiries and requests.
- Assist with student welfare matters, including registering late-arriving students, managing the Registration system on iSAMS at times, and contacting parents/carers and staff when needed.
- Support in taking late students to class.
- Provide clerical and administrative support to the Senior management of the Junior School - including photocopying, filing, emailing and answering routine correspondence.
- Audit stationery and order when more stock as required.
- Create and manage PRs for educational staff.
- Carry out administrative tasks, including the maintenance and collation of current student records and sign-ups for events and activities.
- Work with Education staff on a wide range of day-to-day enquiries.
- Translate for parents when required.
- Generate attendance reports for Class Teachers.
- Create certificates – such as Star of the Week and others used for celebrations.
- Other tasks as reasonably requested by the Head of the Junior School and Junior School Secretary.



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### 3. Requirements:

- Graduated at least with a bachelor's degree
- Excellent in both Thai and English communication skills (spoken and written)
- Experience in prior Customer Service is an advantage
- Able to prioritise work effectively
- Excellent in using Microsoft Office and other Microsoft Software
- Efficient and adaptable
- Ability to work with a “can do” attitude
- Excellent punctuality and professionalism

### 4. Application

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](mailto:recruitment@wellingtoncollege.ac.th)