



WELLINGTON  
COLLEGE  
INTERNATIONAL SCHOOL BANGKOK

## Job Description

### Wellington College International School Bangkok ('WCIB')

Position:	PA to Head of Senior School
Reports to:	Head of Senior School
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.**

**The Role:**

Reporting to the Head of Senior School, and supporting the Senior Leadership Team, the PA will provide a comprehensive executive support service that covers the needs of the Head of Senior School and the work of the Senior Leadership Team at Wellington College International Bangkok.

As well as supporting the Head of Senior School in their role at Wellington College International Bangkok, this role will also require liaison and support for the Senior Leadership Team and assisting them with senior team business and projects.

The successful candidate will have the experience and skill set needed to provide high quality support including the confidence and ability to support the Head of Senior School and the Senior Leadership Team to deliver the long term strategic and weekly operational goals.

The post holder will require the complete trust and confidence of the Head of Senior School, playing an important role in supporting the Head of Senior School, and Senior Leadership Team, as well as an understanding that confidentiality at all times is paramount to the role. Due to the nature of the role, the successful candidate will need to be flexible to support the needs of the Head of Senior School and the Senior Leadership Team.

**Responsibilities:**

- Support the Head of Senior School to ensure effective preparations and management of their workload.
- Ensure the smooth co-ordination of diaries as required on a day-to-day basis and meet a variety of daily demands with precision.
- Problem-solve as appropriate to ensure that daily and strategic goals are reached.
- Communicate on behalf of the Head of Senior School at all times, using discretion and tact to ensure telephone callers, pupils, staff, parents, and



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visitors receive a professional response and are dealt with by the most appropriate person.

- Ensure that correspondence and enquiries or problems are dealt with in an appropriate manner and that strict confidentiality is maintained at all times, including the management of confidential papers and files.
- Proactively schedule and facilitate meetings on a daily basis to ensure effective prioritisation and a manageable programme of meetings, to include the preparation and circulation of agendas and minute taking as and when required by the Head of Senior School.
- Manage key documents, minutes and action plans ensuring follow up of all previous meetings actions so that subsequent meetings are able to run with all the required information available.
- Oversee the scheduling, agendas and papers for all Senior School Leadership Team meetings and meetings related to any potential new projects.
- Ensure that all the relevant background information and paperwork is provided in a timely manner to enable full and meaningful participation in meetings; both internally and externally.
- Attend the weekly Diary and Events Meeting, Operations Meeting and Staff Briefing.
- Support the Head of Senior School in the preparation and circulation of board reports for Wellington College International Bangkok.
- Support the diary for the Head of Senior School ensuring that all arrangements for visitors and guests are professional, welcoming, known by others, in place in advance of the visit, and that appropriate follow up work is promptly actioned.
- Ensure the Head of Senior School is fully prepared ahead of major School events, and that the needs of the Head of Senior School are known and in place well in advance.
- Draft letters, speeches, articles, briefings and proposals as and when required by the Head of Senior School.
- Arrange school visits for the Head of Senior School including overseeing the itinerary and preparations for a successful annual programme of visits.
- Make reservations and organise travel arrangements as required.



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- Develop, maintain and review administration and workflow systems to ensure maximum efficiency.
- Assist the SLT with CIS compliance requirements as requested.
- Translation as required.
- Carry out all other general administrative duties including word processing/typing, expense processing, filing, photocopying etc. which fall within the scope of this role.
- Provide cover and support for other administrative staff as and when required.
- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Head of Senior School.
- The job description may be altered at any time in the future in line with the level of the post.

**Requirements:**

**Qualifications**

- Bachelor's degree in related field.

**Knowledge and experience**

- High quality PA experience at Senior Management level – essential.
- Meticulous planning, organisational and diary-management skills – essential.
- Ability to work under pressure to meet deadlines – essential.
- Confidence to interact effectively with the senior team – essential.
- Excellent interpersonal skills and command of written and spoken English – essential.
- An ability to work independently and excellent judgment – essential.
- Integrity, discretion, and confidentiality – essential.
- A flexible working attitude is required dependent on the Head of Senior School of Senior School's schedule – essential.
- Ability to take decisions, manage time effectively and to respond flexibly to the diverse responsibilities of the post – essential.
- An ability to understand and further the aims of the school – essential.
- Experience in the education sector – desirable.
- Experience with iSAMS – desirable.



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### **Skills and abilities**

- Excellent IT skills, including a good working knowledge of Microsoft Office and databases – essential.
- Minute taking skills - essential.
- Typing speed of 60+ words per minute - desirable

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