

## Job Description:

Position	Activities Assistant
Line manager	Head of Activities
Managing	None
Dated	June 2025

### 1. Aims of the Role

- Main role is for Instrumental (1:1 lesson) Administrative
- Support role to assist Wellington Extra Programme (WEX)

### 2. Duties and Responsibilities

#### a. General (Instrumental (1:1 lesson))

- Arranging instrumental programme 1:1 timetable to students
- Setting up booking system and providing appropriate information of instrumental programme and schedule to parents and staff.
- Day to day routine job for updating student's schedule, absent, attendance record etc to class teacher, parent and instrumental teacher.
- Attend SOCs Music training, monitoring and use SOCs music programme with efficiency.
- 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.

#### b. Other Responsibilities

- a. Assist Activities team to ensure department work run smooth.
- b. Assisting Wellington Extra Assistant for WEX registration, student's attendance and day to day admin task.

- c. Assisting Wellington Extra assistant to update the record of Wellington Extra providers and instrumental teachers in terms of safeguarding training and criminal checking.
- d. Provide effective communication of Department information including Wellington Extra, Instrumental programme, School trip, Holiday Camp to students, staff, parents and other stakeholders
- e. Assisting Senior Wellington Extra Administrator and Head of Activities admin task as required.

### **3. Requirements:**

- Bachelor's degree in any fields.
- Having an experience in working with international school environment would be advantage.
- Excellent in both Thai and English communication skills.
- 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.

### **4. 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

### **5. 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)