

Job Description:

Position	HR and Administration Officer
Line manager	Head of HR & HR Supervisor
Managing	None
Dated	October 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. Role and Responsibilities

Employee Benefits

- Administer and manage employee benefits in line with School policies and legal requirements, including claims and reimbursements.
- Monitor employee medical insurance coverage, including claims and reimbursement processes.
- Provide support to staff regarding Social Security Fund (SSF) as well as Thai Teacher fund benefits and related claims.
- Organise staff annual health check-ups and coordinate other related wellness initiatives.
- Support the Head of HR in planning and delivering staff events, including parties and team-building activities.
- Ensure accurate record-keeping and timely updates of employee benefit entitlements.
- Act as the point of contact for employee benefit inquiries.

Training & Development

- Coordinate and track employee training programmes, including safeguarding, induction, INSET, and professional development.
- Monitor training attendance and maintain updated training records including Single Central Records (SCR).
- Support the Head of HR in identifying training needs and opportunities.

Performance Reviews

- Assist in planning and coordinating the performance review cycle.
- Prepare necessary documentation and support line managers during the appraisal process.
- Maintain accurate and confidential performance records.



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Offboarding

- Coordinate the employee offboarding process, including exit interviews and clearance procedures.
- Ensure proper handover of responsibilities and return of School property.
- Update HR records and systems promptly upon employee departure.

3. Requirements

- Bachelor's degree Business Administration, Accounting or other related fields.
- Competent in English, both written and spoken.
- Dynamic and proactive, with the ability to prioritise and manage multiple tasks concurrently.
- Detail-oriented and reliable with strong time management skills
- Proficiency in Microsoft Office applications.
- Strong communication skills.
- Competent in the use of Excel including the presentation of data in pivot tables and the use of formulas.

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