



WELLINGTON
COLLEGE

INTERNATIONAL SCHOOL BANGKOK

Job Description

Wellington College International School Bangkok ('WCIB')

Position:	Administrator Support (Helpdesk)
Reports to:	Facilities & Capital Projects Manager
Collaborates with:	All employees
JD update	Dec 2023

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 Krunghthep 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.

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.**



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Responsibilities

- Support Facilities department on administrative area and meeting schedule.
- Receive, sort and distribute the department's daily mail.
- Support the Facilities department on Maintenance, Security, and Landscape requirements.
- Develop and maintain accurate and up-to-date records for the Facilities Department such as Work orders, Incident reports and utility records.
- Manage department's purchasing ordering.
- Collaborate with the finance department on cash advance requests, cash advance clearance and payment processes.
- Any other tasks as directed by the Facilities & Capital Projects Manager.

Requirements

- At least Bachelor's Degree in related fields.
- Excellent at communication skills.
- Good command of English speaking and writing.
- Good at computer skills.
- Good at management skills, and job priority.
- Good personality and service-minded.

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