

Job Specification

NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS Jeju, to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Position/Job Title	Senior School Officer
Classification	Support Staff
Reporting to	Vice Principal - Pastoral
Duties and Responsibilities	<p>This role is to provide administrative support to the operations of the Senior School, and to provide support to the Main School Reception.</p> <p>These duties include, but are not limited to, the following:</p> <p><u>General Administrative support to the Senior School:</u></p> <ol style="list-style-type: none"> 1. Supporting the Head of Senior School, Vice Principals and Assistant Heads 2. Dealing with phone and email enquiries 3. Preparing documentation and letters 4. Written and verbal translation support 5. Support for academic departments, including: <ul style="list-style-type: none"> - Organising events and visitors - Sourcing & purchasing resources - Researching & booking trips - Maintaining student and class information lists - Reprographics assistance <p><u>Student Attendance and Reception Cover:</u></p> <ol style="list-style-type: none"> 1. Checking daily attendance of all Senior School students on ISAMS 2. Following up absent students' whereabouts by phoning parents, boarding houses, medical centre and looking within the school

	<ol style="list-style-type: none"> 3. Producing a daily absence list, in the case of an emergency, and bringing it, along with all boarding house registers to the emergency meeting point 4. Producing termly reports on school attendance. Produce a weekly report on school attendance using ISAMs 5. Liaising with the SSLT and the Exams Officer during exams to support attendance 6. Collaboratively working with the medical centre to track student attendance 7. Acting as the Receptionist's Back-up person, in the case of sickness or busy times 8. Covering the Reception for one hour every day during lunch break, in coordination with the Receptionist. 9. Daily check of attendance and remind the teaching staff about completing registration, Support the 6th form absent teaching staff to do the registration, Support the SSLT for any parents meetings in terms of attendance issue; 10. Also supporting the CCA/Bryant department to issue the exit slips and record the CCA/Bryant absence on ISAMS 11. Coordination of missing child protocol when child is reported missing or whose whereabouts is unknown between the hours of 8.00am to 4.00pm 12. All tasks and expectations are subject to change at the discretion of the principal <p><u>Safeguarding:</u></p> <ul style="list-style-type: none"> • Abide by the School safeguarding policy and keep abreast of any changes
Last JD Review	September 2024 - VP Pastoral

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Position/Job Title	Trips Assistant
Classification	Support Staff
Reporting to	Head of Support Services
Duties and Responsibilities	<p>These duties include, but are not limited to, the following:</p> <p><u>Administration of Domestic and International Student Trips:</u></p> <ol style="list-style-type: none"> 1. Dealing with phone and email inquiries 2. Liaise with relevant departments for admin processing 3. Troubleshoot any issues that arise before, during and after the trip 4. Hold correct documentation for trips including student lists, contact details, letters and invoices, etc. 5. Monitor the school travel budgets and accounts, including tracking incoming and outgoing payments 6. Book flights, accommodation, etc. for trip participants 7. Liaise with parents and outside providers regarding all trip payments and following up any outstanding payments 8. Manage and report budget and payment documents 9. Prior to trips, organise the withdrawal and distribution of cash 10. Collect receipts and any petty cash after trip 11. Process refunds for remaining trip funds 12. Participate in school trips when necessary 13. All tasks and expectations are subject to change at the discretion of the principal

	<u>Safeguarding:</u> <ul style="list-style-type: none">Abide by the School safeguarding policy and keep abreast of any changes
Last JD Review	September 2024 - Head of Support Services